



New Hire Request Form:

Position Title _____ Date: _____ Requisition # _____

- Hourly
- Salary
- Part Time
- Full Time

Where to Post _____
(If anywhere other than LinkedIn)

Job Description:

Qualifications/Certifications:

Additional Comments:

Proposed Starting Salary _____

Number of Hires Needed _____

How Soon Hire is Needed _____

Interview Type: Zoom In Person Over the Phone

Manager Signature _____
(Zacc or Cassie Signature Required)

Please email form to hr@capitamail.com. Once received HR will post your job.