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**Recruitment - Business Case Template**

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| Job title: |
| Hours: | Salary: |
| Any benefits to be offered over the standard ones: |
| Key responsibilities: |
| Please choose one: Replacement position [ ]  New position [ ]  |
| By what date do you ideally need the new person to start work: |
| What is the issue / opportunity that means a new recruit is required? |
| Please list below the benefits to the organisation of recruiting a new employee: |
| Benefit | Linked to which strategic objective | Approx. timescale to realise |
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| What will the consequences be if there is no new recruit? |
| Costs of recruitment: |
| Approval signature(s): |