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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): | | | |