



Recruitment budget approval form

Requesting department information

- Department name: _____
- Manager/Supervisor name: _____

Position information

- Job title or Role being recruited for: _____
- Number of open positions: _____

Budget breakdown

- **Advertising costs:** _____
(e.g., job board postings, social media ads)
- **Interviewing costs:** _____
(e.g., travel expenses, video conferencing tools)
- **Recruitment agency fees** (if applicable): _____
- **Background check/Screening costs:** _____
- **Miscellaneous costs:** _____

Total budget requested

- Total amount requested for recruitment: _____

Approval

- Authorized by (Manager/Supervisor): _____
- Date: _____
- Finance department approval: _____
- Date: _____