**TO INSERT A TABLE**

1. Insert
2. Table
3. Select the number of rows and columns required

**TABLE FORMATTING**

*Headers:* Calibri (Body) 10

Bold

Uppercase

White

*Titles:* Calibri (Body) 10

Bold

Capitalise Each Word

Black

*Text:* Calibri (Body) 10

Black

|  |  |  |  |
| --- | --- | --- | --- |
| HIRING MANAGER TO COMPLETE | | | |
| **Name:** |  | **Employee Number:** |  |
| **Position Title:** |  | No Change | |
| **Line Manager:** |  | No Change | |
| **Department:** |  | No Change | |
| **Entity:** | Allkem Limited  Allkem Mt Cattlin  Allkem Sales de Jujuy  Allkem Sal de Vida | | |
| **Employment Type:** | Permanent  Maximum Term  Casual  End Date (if applicable) \_\_\_\_\_\_\_\_\_  No Change | | |
| **Employment Status:** | Full Time  Part Time % \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Change | | |
| **Roster:** | 5/2  8/6  12/9  9/5  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Change | | |

|  |
| --- |
| JUSTIFICATION – FOR ANY CHANGES TO REMUNERATION |
|  |

SAMPLE

**Effective Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPROVALS | | | | |
| **Line Manager** | **Signature:** |  | **Date:** |  |
| **Executive or GM** | **Signature:** |  | **Date:** |  |
| **HR Manager** | **Signature:** |  | **Date:** |  |
| **CEO (as next up Manager or any Rem Changes)** | **Signature:** |  | **Date:** |  |

|  |  |
| --- | --- |
| HR USE ONLY | |
| **Documentation Required:** | Letter  Schedule  Contract of Employment |

SAMPLE