



## Resource Needs Template

<b>Channel/Org Unit:</b> <b>Team:</b>	<b>Supervisor:</b> <b>Supervisor's Phone Number:</b> <b>Supervisor's Email Address:</b>
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<b><u>Is this a Special Project Need or a Full Time position?</u></b>	
<input type="checkbox"/> <b><u>Special Project</u></b> <b>Start/End Date:</b> <i>[insert start and end dates]</i> <b>Cannot exceed 120 days</b> <b>Hours per week:</b> <i>[insert hours here]</i>	<input type="checkbox"/> <b><u>Full Time Position</u></b> <b>Start Date:</b> <i>[insert start date]</i> <b>Has a PD been developed?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

<b>Role Description:</b>	<i>[In a few sentences, provide an overview of the role. Describe general focus, purpose, targeted outcomes, etc.]</i>
<b>Activities Performed:</b>	▪ <i>[In a series of bullet points, describe the duties the detailed employee will perform.]</i>
	▪
	▪
	▪
<b>Functional Skills Required:</b>	1. <i>[List the functional skills required to perform these activities]</i>
	2.
	3.
	4.

**General Manager/Director Approval:** \_\_\_\_\_

For office use only: Date Submitted: _____ Date Entered into Spreadsheet: _____
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\* For more forms or assistance, feel free to contact Amy.S.Rothman@ac.com or at 202-651-3722.