

<b>Project Name</b>	[Project Name]			<b>Staff Acquisition Request (SAR)</b>	
<b>Phase</b>					
<b>Client</b>	[Client]	<b>Proj. Mngr.</b>	[PM]	<b>Date</b>	[Click here to enter a date].
<b>Client's Rep.</b>	[Client's Representative]				
<b>Contractor</b>	[Contractor]	<b>Author</b>	Marc Arnecke, PMP		
<b>Sub-Contract.</b>	[Sub-contractor]	<b>SAR No.</b>	[Click here to enter no.]		

This form must be filled as complete and accurate as possible for any new staff that is required. The filled form must be sent to the HR department through appropriate communication channels.

<b>Role/ Designation</b>		<b>Number required</b>	
<b>When required</b>		<b>Duration required</b>	
<b>Reports to</b>			
<b>Responsibilities</b>			
<b>Required qualifications or Skills</b>			
<b>Level of experience</b>			
<b>Remarks</b>			
<b>Requester Signature</b>		<b>Date</b>	

<b>Approval</b>	<input type="checkbox"/> hire external	<input type="checkbox"/> source internal	<input type="checkbox"/> rejected (please explain below)
<b>Comments</b>			
<b>Project Mngr. Signature</b>		<b>Date</b>	