**Questionnaire for Mid-Level**

**Provider Recruitment Requests**

1. Is this a new or replacement position?
	1. If replacement:
		1. What is the employee’s name that is being replaced?
		2. When is the last day of the employee being replaced?
		3. Will the new employee have the same work assignment as the employee being replaced or will there be expanded or changed duties?
	2. If new:
		1. Is there a current employee in a similar role to this new position?
2. Describe the principal duties of this position.
3. Describe the principal Shift of this position.
4. Please provide the practice locations for this position.
5. Why is this position important?
6. How does it contribute to the department’s mission?
7. Why is it necessary to fill this position? (i.e., service growth, etc.)
8. How has the service been covered without this position?
9. What would happen if the position was not approved?