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JOB AD APPROVAL FORM

- **Document Code:** HR-003
- **Version:** 1.0
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Purpose:

To ensure that all **job postings are pre-approved** before publishing on company platforms or external job portals.

SECTION 1: JOB DETAILS

Field	Details
Job Title	
Department	
Employment Type	☐ Full-Time ☐ Part-Time ☐ Contract
Location	

SECTION 2: JOB AD CONTENT REVIEW

✅ Job Description attached: ☐ Yes ☐ No
✅ Key Responsibilities listed: ☐ Yes ☐ No
✅ Salary Range mentioned: ☐ Yes ☐ No
✅ Company Branding checked: ☐ Yes ☐ No

SECTION 3: ADVERTISEMENT PLATFORM & BUDGET

Platform	Posting Date	Cost (if any)
[LinkedIn/Naukri/Rozgar]		

SECTION 4: APPROVALS

HR Manager Approval	Finance Approval (if paid ad)	Managing Director Approval
Name: _____	Name: _____	Name: _____
Signature: ___	Signature: ___	Signature: ___
Date: _____	Date: _____	Date: _____

Note: The HR Department will post the job ad within **2 working days** after approval.