



**TURNING STONE**  
ENTERPRISES

TO: All Leaders  
FROM: Kawel LauBach, Senior Vice President for People and Culture  
CC: Pete Carmen, Chief Operating Officer  
DATE: March 8, 2024  
SUBJECT: New Talent Acquisition Request Process

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The People and Culture team is pleased to share an updated Talent Acquisition request process to improve our mission to become more efficient and to foster stronger collaboration.

Our new process consolidates requisition requests and organizational change requests into a single form and review process. By consolidating requests into one form and centralizing review with key stakeholders, we will accelerate the timeline for opening and changing roles, ensuring a smoother and more responsive experience for everyone. We will continue to improve the process as we look to create a fully automated, online workflow in the future.

To submit a request, complete the [Talent Acquisition Request Form](#) and email it to [careers@turningstone.com](mailto:careers@turningstone.com). The form is also available on Team Spirit Central under “Essential Tools”, “Forms and Documents”. Once submitted, Talent Acquisition partners will promptly engage with you regarding the proposed changes and will collaborate on next steps. Acting as your primary point of contact, they will provide continuous updates on the progress of your request and offer guidance throughout the process.

We are confident these enhancements will not only drive greater efficiency, but also foster collaboration and effectiveness. Your support in adopting these changes is greatly appreciated.

For questions or further assistance, please don't hesitate to reach out to any member of the Talent Acquisition leadership team.