

REQUEST TO FILL POSITION

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ RECLASSIFICATION: _____ POSITION TITLE _____

FILLING A VACANCY _____ INCUMBENT: _____

Posted Wage Range GRADE: _____ STEP: ____ - ____ EXEMPT/NONEXEMPT _____

FT _____ PT _____ TEMP/SEASONAL/INTERN(Please list) _____

DEPARTMENT _____ SHIFT _____ WORK SCHEDULE _____

Account# to charge recruitment/screening fees: _____*Account(s)# to charge WAGES:* _____

REASON FOR OPENING _____

JUSTIFICATION TO FILL _____

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached) _____

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information) _____

DEPT HEAD SIGNATURE _____ DATE _____

LIBRARY DIRECTOR HEAD SIGNATURE _____ DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____