

Human Resources Requisition Form

I.

Position	Grade	Fund/Dept	Rate \$
Date Required	Supervisor	Phone	
Replacing	Allowances:	Vehicle <input type="checkbox"/> Amt \$	Cell Phone <input type="checkbox"/> Amt \$

II. Click gray area to select reason for requisition Please Select One

Explain below and attach supporting documentation with current or proposed position description.

Explanation

III. Select type of search

Internal Posting Intra-Department NewspaperAd Other Publication(s) Temporary Agency

Newspaper advertisement of position vacancies will run in the weekend edition of the Augusta Chronicle or largest circulation available. Other publications may be utilized subject to approval.

Comment

IV. Screening Agency Options

Select one of the following:

- Option 1.** Review all resumes/applications to identify and rank the top 5-10 candidates. Ranking is based on resume and job description provided by the County.
- Option 2.** All features stated in Option 1 and provide accelerated screening for the top ranked candidates to obtain the following information:
- Confirm experience or required training
 - Confirm educational requirements
 - Measure candidates interest in the position
 - Salary requirements and candidate's availability
- Option 3.** All features stated in Options 1 and 2 and
- Confirm job history
 - Conduct reference checks
 - Administer computer, typing and software testing when required
 - Provide skills assessment scores for management positions
- Option 4.** Do not desire to use agency at this time

V. Approval/Disapproval

Division Director/Elected Official	Date	County Administrator	Date
Human Resources Manager	Date	Department Committee	Date
Deputy County Administrator	Date	Board of Commissioners	Date
Internal Services Director	Date		

VI. FOR HR USE ONLY

Eligible for Hire	Exempt	Non-Exempt	Job Deadline
Comments:			

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Instructions

Tab to the gray areas to enter information

1. **Section I** – Requesting Department Manager or Division Director completes in full.
2. **Section II** – Select from drop down box the reason for requisition, attach supporting documentation and complete explanation.
3. **Section III** – Select from drop down box type of search requested by department. Provide professional advertising contact information including website addresses.
4. **Section IV** - Select screening agency options 1-4.
5. **Section V** - Authorized signatures are required on lines 1-5. Print and send to the Human Resources Department.
6. The Human Resources Requisition form may not be forwarded to the Department Committee or the Board of Commissioners without the County Administrator's signature.
7. **Section VI** - For Human Resources use only.