



Recruitment Request Form

Department: _____ Position: _____

Type of position: ☐ Full-Time ☐ Part-Time 29 hr. ☐ Part-Time 19 hr. ☐ Temporary

Number of Positions to be filled: _____ Desired Start Date of position: _____

Reason for Request:

☐ Promotion Name of Employee(s) promoted: _____

☐ Demotion Name of Employee(s) demoted: _____

☐ Separation Name of Employee(s) separated: _____

☐ New Position Has it been budgeted and approved? ☐ Yes ☐ No (If no, requires approval)

What are the consequences if this request is not approved?

Type of Recruitment: ☐ Internal (7 day minimum) ☐ Internal/External (14 day minimum)

Length of Recruitment: ☐ Minimum ☐ Open Until Filled ☐ Other: _____

Additional Advertisement Locations: External recruitments will be posted on the City's website, social media pages, with the League of AZ Cities and Towns, DES, Indeed, Chamber of Commerce, and Universities (as applicable). Funding for additional posting locations is provided by your department in most cases.

Requested additional locations: _____

Application Review Panel Members: _____

Please review the position job description and submit any requested changes to the HR Director.

☐ No Changes Required

☐ Changes Submitted

Department Director: _____ Date: _____

Human Resources Director: _____ Date: _____

City Manager: _____ Date: _____