



# 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:** \_\_\_\_\_