| Section A: Recruitment Request | |
|---|---|
| • Create a new position<br>• Fill a vacant position<br>• Reclass a vacant position | |

| Section B: Recruitment Information | |
|---|---|
| Hiring Department | |
| Division | |
| Classification/Title | |
| Replacing (name of previous incumbent, if applicable) | |
| Type of Recruitment | • Lateral Only<br>• Promotional<br>• Open (includes lateral, if applicable) |
| Employment Status | • Regular   AND   Full-time   OR<br>  Part-time Hrs./Week _____<br>• Temporary with Benefits |
| Function Number | |
| Funding (general, grant, one-time, etc.) | |
| Department Liaison | Ext._____ |

| Section C: Approvals | |
|---|---|
| Department Head Signature | Date |
| Human Resources Director Signature | Date |
| Director of Financial Services Signature<br><br>_____<br>*Is this an authorized position?*<br><br><br>*Is funding available for this position?* | Date<br><br>_____<br>• Yes<br>• No<br><br>• Yes<br>• No |
| City Manager Signature | Date |

| Section D: Human Resources to Complete | |
|---|---|
| Position Control Number | |
| Is there an eligibility list established? | • Yes  Date list was certified _____<br>• No |
| Position filled by:<br><br><br>Start Date | |