

PERSONNEL REQUISITION FORM – Complete in entirety. See reverse for Interview, Selection & New Hire Procedure.

Date: _____ Requested By: _____ Department: _____

Priority (check one):

- ☐ **High** (Department will review applications & begin scheduling interviews will be scheduled within 24 hours on receipt from HR) ☐ **Medium** (Department will make effort to review applications & schedule candidates in a timely manner) ☐ **Low** (Department will review applications & schedule interviews as time allows)

Position Information:

Job Title: _____

Pay Grade: _____ Pay Step: _____ Is current job description accurate? ☐ Yes ☐ No (if no, e-mail updated job description to HR)

Status: ☐ FT ☐ Reg ☐ Exempt ☐ PT ☐ Temp ☐ Non-Exempt

What type of schedule will the new employee most likely have? (check all the apply)

☐ M-F Only ☐ Weekends ☐ Holidays ☐ Days ☐ Evenings ☐ Nights ☐ 12-hour shifts ☐ Rotating shifts ☐ On-Call

Is this position: ☐ Addition to staff - Attach written justification. (Additions must be approved by Council) ☐ Replacement (list name of employee): _____

What skills, certifications, abilities, personality attributes, etc. will the ideal candidate possess (attach separate page if needed)?

Who will interview candidates? _____

Recruitment: All positions will be posted for a minimum of 5 days on our job board. Note additional advertising requests below. Advertising fees will be deducted from your department's advertising budget.

☐ Open until filled ☐ Internal Candidates Only ☐ Newspaper (specify below) ☐ Trade publication (specify below) ☐ Other (specify below)

Approvals:

1. Department Director:		Date:	
2. Human Resources Manager:		Date:	
3. Chief Administrative Officer:		Date:	

For HR use only:

Date posted: _____ Date filled: _____ Applicant selected: _____

Interview, Selection & New Hire Procedure

Open Position

- Notify HR of open position by completing a Personnel Requisition Form. If replacement, also complete a PAN to terminate or transfer the employee who formerly held this position.
- Requisition should be completed in entirety. Including all information on the form will assist HR in the screening process.

Applications

- All applications must be submitted to the HR office. If an applicant delivers an application to your department, please direct them to HR.
- HR will screen applications & conduct preliminary interviews.
- HR will forward applications on candidates who meet the required specifications listed in the job description & on the Personnel Requisition.

Interviews

- Departments will review applications forwarded by HR and select those they would like to meet for a departmental interview.
- Departments will contact applicants & schedule interviews for those selected.

New Hire Procedure

- Departments will select the best qualified candidate.
- Departments will complete a PAN for the selected candidate and forward PAN to HR.
- HR will contact the candidate to make job offer, schedule orientation, pre-employment drug screen & physical (if needed).
- HR will notify departments of scheduled orientation date.
- Candidate will report to HR to complete required paperwork & to submit required documentation for work authorization.

Orientation

- New Employee Orientation will be held on bi-weekly on Mondays (see calendar on HR webpage).
- New Employee attends orientation then reports to department to begin departmental on-boarding.

Departmental On-Boarding

- Note on PAN if new employee will require computer log-on, access e-mail, MUNIS, Application Xtender. HR will submit IT user request.
- Have new employee's desk or work station ready for his/her first day of work.
- Make new employee feel welcome by introducing him/her to co-workers.
- Assign a "mentor" to new employee to help with questions.