

# City of Decatur Hiring Request Form

## About this form

This form is used by hiring managers to request recruitment support from Human Resources. This form must be submitted to Human Resources to process a job posting. Hiring managers must ensure that the department budget will accommodate the salary and benefit expense associated with the hired position. Please contact the Finance Department with budget questions.

General Information			
Date	Department	Primary contact and phone #	
Hiring manager	Phone	Email	
Recruitment/Position Information			
Length of posting? (minimum of 30 days)		Is posting open until filled? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Title	Exempt/Non-exempt? Yes No	Budgeted Department	
Position #	Travel required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If travel required, what %?	
Salary range	<b>Annual/hourly salary amount</b>		
	Minimum salary	Maximum salary	
Posting			
<input type="checkbox"/> Internal (your agency only) <input type="checkbox"/> Open competitive			
Work Type (check all that apply)			
<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Full-time	<input type="checkbox"/> Grant-funded
<input type="checkbox"/> Non-permanent	<input type="checkbox"/> Intern	<input type="checkbox"/> Part-time	<input type="checkbox"/> Other funding
<input type="checkbox"/> Project		<input type="checkbox"/> On call	List source:
Duration of appointment (for non-permanent, project, seasonal)			
Work shift	Specify work shift hours for alternate (i.e., 8am -5pm)		
<input type="checkbox"/> Day <input type="checkbox"/> Alternate			
Advertising – Recruitments are posted on careers.wa.gov			
List additional advertising locations. Some examples are: Websites, professional organizations, newspapers, trade journals, etc. All costs associated with additional advertising shall be paid by your department's budget.			
Attachments			
A copy of the Position Description must be included. <input type="checkbox"/>			
Supplemental questions attached. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments			