

REQUEST FOR PERSONNEL RECRUITMENT

Complete and submit to Human Resources for vacancy recruitment.

Information about the Position

Working Title:					
Classification Title:					
Salary Table:		Range:			
Starting Salary (Step 1 to 4):		To:			
Department:					
Division:					
Position GL Code:					
Position Status:		End Date:			
Bargaining Unit:		Eligible for Benefits:			
Probation Period:		Hours Per Week:			
Hiring Manager:		Ext.			
 Job Description Attached		Department has position authority?			
Last Employee Who Held Position:					
Worksite Address:					
Background/Fitness Determination Required?					

Advertising Options

<i>Publication</i>	<i>Select</i>	<i>Cost</i>	<i>Publication</i>	<i>Select</i>	<i>Cost</i>
News Register			Newberg Graphic		
Oregonian			In-House Only		
Statesman Journal					

*NOTE: If you wish to submit the vacancy announcement to an educational institution, professional organization, partner agency, and/or any private job recruiting sites...HR will provide the requesting department a final draft of the vacancy announcement and it will be the department's responsibility to forward the announcement and pay any required posting fees.

Advertising Costs

Please Note: Effective July 1, 2017 advertising costs will be paid by individual departments.

Please Charge Advertising Costs to:			
Cost Center:	GL Code:	Project Code:	Allocation:
Total:			

Closing Date for Posting:	
If approved by HR for "Open Until Filled", provide date for 1 st review of applications:	

Submitted by:		Date:	
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For Accounting and HR use only:

Recruitment No:	
Position Title in GEMS:	