



REQUEST TO POST/ADVERTISE VACANCY

Date: _____ | Department: _____ | Job Title: _____ | Job Code: _____

Person Vacating Position: _____ | Who Supervises This Position? _____

Are there any changes to the current job description? Yes | No | (If yes, a Word document with tracked changes should be submitted to the HRIS Manager. Human Resources can provide you with a Word document of the job description.).

This position will be: Full Time | Part Time | Temporary | Seasonal

If not full-time, what is the hourly rate? \$_____ | Number of hours per week: _____

Full-time positions will be advertised in the minimum to market salary range unless otherwise requested.

Schedule: (M-F, varying 12-hour shift, Tues-Fri, etc...): _____ | Workday start and end time: _____

Location of position (City Hall, Hembree, Police, etc.): _____

Please choose from the following announcement options:

Internal Only : 3 days More than 3 days – state length of time _____

Internal/External: 7 days 2 weeks 1 month Until filled Other _____

Internal for _____ days prior to posting external

Please choose from the following screening options:

Supervisor/Manager is in total control and will see all applicants and make all hiring selections from start to finish. Employment manager is only involved in onboarding and making sure the hiring/selection process is handled according to HR Policy and Federal/State employment laws. *This will be the standard for part-time employees.*

Employment Manager will review applications and resumes and forward top 10-15 applicants (“Roughly” 10-15 depending on quality of applicant pool). Supervisor/Manager takes the process over from here.

Employment Manager will review applications/resumes then phone interview and forward top 3-5 candidates for review/“in-person” interviews (“Roughly” 3-5 depending on quality of applicant pool). Supervisor/Manager takes the process over from here.

Other. Please email or call the Employment Manager in HR with your detailed request.

If he/she is available do you want the Employment Manager in the “in person” interviews? Yes | No

Please list below any industry specific websites other than roswellgov.com and indeed.com where you would like this position advertised. (If there is a cost associated and HR advertisement funds have been depleted, we will need to charge the cost to your department.)

Signed: _____

(Director/Deputy Director of Department)