



REQUEST TO POST/ADVERTISE VACANCY

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

Position Vacated By: _____ | Supervisor's Name _____

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 _____

The Hiring Manager is in total control and will see all applicants and make all hiring selections from start to finish. The Human Resources Representative attends interviews to ensure the hiring/selection process is handled according to HR Policy and Federal/State employment laws.

Please list below any industry-specific websites other than roswellgov.com and indeed.com where you would like this position advertised. **Any costs associated with advertising, will be at the department's expense.*

Optional: List up to three (3) additional job-specific questions to be included on the job application.

1)

2)

3)

Optional: A **screening** question immediately eliminates a candidate from consideration. Provide a list of three (3) screening questions to be included on the job application. Please indicate the answer to the question that would cause elimination. (i.e. Do you have XYZ certification? If answered no, the applicant is no longer screened as a candidate for the position)

1)

2)

3)

Signature:

(Director/Deputy Director of Department)