

CITY OF CHICO – RECRUITMENT REQUEST FORM

POSITION TYPE			
Department:	Division:	Position Requested:	Work Schedule*:
Position Type: <input type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Permanent Part-Time <input type="checkbox"/> Hourly/Temporary* <input type="checkbox"/> Seasonal <input type="checkbox"/> Trainee (PD Only) <input type="checkbox"/> Other: _____			# of Positions:
*Hourly/Temporary employees may be entitled to health benefits and/or CalPERS if the following conditions exist: 1) PERS – employee works 6 months at 40+ hours/week or has previous PERS membership, 2) Affordable Care Act – employee works an average of 30 hours per week.			Hourly End Date:
Funding Source (including distributions):			
Recruitment Type: <input type="checkbox"/> Career Ladder Promotional <input type="checkbox"/> Promotional <input type="checkbox"/> External		Recruitment Length: <input type="checkbox"/> 2 Weeks (Standard) <input type="checkbox"/> Other: _____	
Application Method: <input type="checkbox"/> Application for Employment <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Resume <input type="checkbox"/> Supplemental Questionnaire <input type="checkbox"/> Writing/Work Sample <input type="checkbox"/> Other: _____			
Advertisement Locations – (City Website/NeoGov, Governmentjobs.com, CraigsList, Chico State Job Board, Butte College Job Board, and Indeed.com are standard. Identify any other resources desired):			
How will candidates be evaluated? <input type="checkbox"/> Written Exam <input type="checkbox"/> Practical Scenario <input type="checkbox"/> Oral Interview <input type="checkbox"/> Written Exercise <input type="checkbox"/> Assessment Center <input type="checkbox"/> Other: _____			
Ideal Candidate/Distinguishing Characteristics:			
Other Comments/Suggestions/Requests:			
REQUESTOR			
Recruitment Contact:			Phone #:
DEPARTMENT DIRECTOR APPROVAL – REASON FOR REQUEST			
Please check one: <input type="checkbox"/> Fill a current, budgeted, vacancy <input type="checkbox"/> Underfill a current, budgeted, vacancy <input type="checkbox"/> Fill an over-hire as approved by the City Mgr. <input type="checkbox"/> Fill an upcoming vacancy – Separating Employee: _____			
Department Director: _____		Date: _____	
HUMAN RESOURCES REVIEW/VERIFICATION OF FUNDS AND BUDGETARY IMPACT			
<input type="checkbox"/> Recruitment requires Council consideration, per Budget Policies <input type="checkbox"/> Recruitment does not require Council consideration			
Human Resources Manager: _____		Date: _____	
Deputy Director – Finance: _____		Date: _____	
Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Salary Range:	Benefit Cost:	
RECRUITMENT ANALYST – NOTES & MINIMUM QUALIFICATION SCREENING PLAN			