



**State of Delaware
Department of Human Resources**

REQUEST TO FILL FORM

Policy #: To be assigned.	Authority: Merit Rule 6.2, Merit System Hiring User's Guide
Effective Date: 4/20/2022	Supersedes: Request to Fill Form 10.21.2020

Part 1: Agency Human Resources

Acknowledgement

Upon submission of the request, a copy to the appointing authority or designee serves as the signature approval of the appointing authority or designee, and acknowledgment that the statements provided in this request form are correct and complete, and that funding is available to support this request within the current budget.

Agency Designee or Appointing Authority Signature

Part 2: Requisition Properties

Date Details

Request Date:	Hire Date:
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Part 3: Department and Class Information

Department:	Division:
Section:	Job Code:
Working Title:	Merit Title:
Type of Recruitment:	List Derived from Class Number and Title:

Part 4: Vacancy Detail Information

New Position	Dual Fill	Replacement	If Replacement: Previous Incumbent Name:
Vacancy Date:			Weekends/Holidays Required
Shift Hours:			

Part 5: Posting Duration

Posting Duration must be 7 Days, no more than 180 Days

of Calendar Days:

Part 6: Posting Requirements

Multiple Locations can be added

Budget Position #	# Vacancies	Pay Grade	Employment Type	Total # of Hours	Employment Term	Employment Schedule

Work Location: Interview Panel Member #1 Name:			
Location Details:			
Notes:			
All Positions:			
Part 7: Summary Statement			
General overview of the duties of this position			
Part 8: Additional Posting Requests			
Additional Posting Detail Requests			
Writing Exercise	Functional Capabilities Eval	Union Covered	Condition of Hire
Additional Comments:			
Selective Requirement		Preferred Qualification	
Selective Requirement/Preferred Qualification Details:			
Alternative Work Arrangement Information			
Telework Schedule	Alternate Work Schedule-AWS	Both Schedules Tel/AWS	
Part 9: Advertising			
Requests for External Advertisement			
Social Media	Newspaper	Special Request	Other
Request Details:			
Part 10: Notes to Hiring Agency HR			
Additional Notes			
Part 11: Contact Information			
Contact Information Details			
Hiring Manager Name:		Hiring Manager Phone:	
Email Referral List:			
Contact for Recruitment, Planning, & Testing:		Contact Phone:	
Part 12: Interview Details			
Interview and Panel Member Details			
Interview Panel Member #1 Name:		Interview Date:	
Interview Panel Member #2 Name:		Interview Location:	
Interview Panel Member #3 Name:		Conference Room Reserved:	Yes No
		Diverse Panel:	Yes No