

REQUEST TO FILL FORM - RTF

Policy #: To be assigned.	Authority: <u>Merit Rule 6.2,</u> <u>Merit System Hiring User Guide</u>
Effective Date: 06/01/2022	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

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

<input type="checkbox"/> New Position	<input type="checkbox"/> Dual Fill	<input type="checkbox"/> Replacement	If Replacement, Previous Incumbent:
Vacancy Date:			
Shift Hours:			Weekends/Holidays Required
Model New Employee Computer Access from this email address:			
Model New Employee Badge Access from this email address:			
Additional Notes:			

Part 5: 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:						
Location Details:						
Notes:						
Part 7: SUMMARY STATEMENT – General Overview of Position						
Part 8: ADDITIONAL POSTING REQUESTS						
Writing Exercise		Functional Capabilities Eval		Union Covered		Condition of Hire
Additional Comments:						
Selective Requirement				Preferred Qualification		
Selective Requirement/Preferred Qualification Details:						
Telework 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						
Part 11: CONTACT INFORMATION						
Hiring Manager Name:				Hiring Manager Phone:		
Email Referral List:						
Contact for Recruitment, Planning, & Testing:						
Part 12: INTERVIEW PANEL DETAILS						
Interview Panel Member #1 Name:				Interview Date:		
Interview Panel Member #2 Name:				Interview Location:		
Interview Panel Member #3 Name:				Diverse Panel: Yes No		
				Conference Room Reserved: Yes No		