

REQUEST TO FILL FORM - RTF

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|-----------------------------------|---|
| 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: |
|---------------|------------|

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 |

Part 5: POSTING DURATION – Must be 7 Days, no more than 180 Days

| |
|---------------------|
| # of Calendar Days: |
|---------------------|

Part 6: POSTING REQUIREMENTS – Multiple located can be added

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

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|--|------------------------------|---|-------------------|
| Work Location: | | | |
| Location Details: | | | |
| Notes: | | | |
| Part 7: SUMMARY STATEMENT – General Overview of Position | | | |
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| | | | |
| 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: | | Contact Phone: | |
| | | | |
| Part 12: INTERVIEW PANEL 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 | |