



**HUMAN RESOURCES DEPARTMENT**

**HIRING AUTHORIZATION FORM**

This form must be submitted to Human Resources Recruitment by Hiring Authorities. Upon receipt of this form by HR, you will be contacted by an HR Analyst to discuss details of the recruitment plan.

Date Completed: \_\_\_\_\_ Department: \_\_\_\_\_

Hiring Authority: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary grade/entry rate: \_\_\_\_\_

Distribution Code(s): \_\_\_\_\_

New position

Vacant position: \_\_\_\_\_ Former Employee: \_\_\_\_\_

Projected start date of new employee: \_\_\_\_\_

Union, specify: \_\_\_\_\_ Non-union

Position Status (refer to definitions in the HR Policy Manual):

Regular full-time      Regular part-time      Intermittent/On-call

Seasonal full-time      Seasonal part-time

Temporary full-time (include duration) \_\_\_\_\_

Temporary part-time (include duration) \_\_\_\_\_

Assigned work shift: \_\_\_\_\_

Approved by Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**(Continue onto Vacancy Notice Request on next page)**

**To be completed by HR after consultation with hiring authority:**

External      City-wide      Department only

Duration of posting: \_\_\_\_\_ Salary to be posted: \_\_\_\_\_

Recruitment sources: (Note: all costs associated with advertising are paid by hiring department)

Application Documents required:

Application      Resume      Cover Letter      Supplemental Questions

Other \_\_\_\_\_



## HUMAN RESOURCES DEPARTMENT

### VACANCY NOTICE REQUEST

A vacancy notice will be created, for your review, using the following information.

A vacancy notice should **not** be as detailed as a job description and should **not** list every required task. The goal of the vacancy notice is to attract a diverse group of qualified candidates for the position. A vacancy notice that is too long and detailed will result in potential applicants losing focus, and oftentimes, interest in the position. In addition, a vacancy notice that is too detailed may discourage historically underrepresented individuals/groups from applying.

1. Identify no more than five core duties/responsibilities.

(1). \_\_\_\_\_

(2). \_\_\_\_\_

(3). \_\_\_\_\_

(4). \_\_\_\_\_

(5). \_\_\_\_\_

2. List 2-3 unique aspects of the working environment an employee in this position will encounter.  
*For example: High volume of difficult public interaction, constant deadlines with concurrent priorities, fieldwork in potentially unsafe conditions, etc.*

(1). \_\_\_\_\_

(2). \_\_\_\_\_

(3). \_\_\_\_\_

3. List special certifications/licenses **required** at time of hire.

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

4. List certifications/licenses required within a specified period after employment.

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

5. Identify any other unique aspects of this position within your department/work unit.

6. Identify professional associations or other specialized sources for posting this position.