



Department of Human Resources

HIRING AUTHORIZATION FORM

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

Refer to (2018). *City of Missoula Human Resource Policy Manual*. (200.00—206.10)

Job Title:	<input type="text"/>	Salary grade/entry rate:	<input type="text"/>
<input type="checkbox"/> New position	<input type="checkbox"/> Vacant Position	Former employee:	<input type="text"/>
<input type="checkbox"/> Non Union	<input type="checkbox"/> Union	↳ Specify:	<input type="text"/>
Date Completed:	<input type="text"/>	Department:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Distribution Code(s):	<input type="text"/>		
Projected start date:	<input type="text"/>		
Duration of Posting	↳ 3 weeks minimum for external <input type="text"/>		

Employee Status

- Regular full-time Regular part-time Intermittent/On-Call
 Seasonal full-time Seasonal part-time
 Temporary full-time Duration:
 Temporary part-time Duration:

Assigned work shift:

Is Driving required:	<input type="checkbox"/> Yes	Is a CDL required:	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

Recruitment type:	<input type="checkbox"/> External	<input type="checkbox"/> City-wide	<input type="checkbox"/> Intra-Department Only
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Prox Card – Keycard	<input type="checkbox"/> Yes	24-hour Access:	<input type="checkbox"/> Yes
Building Access	<input type="checkbox"/> No		<input type="checkbox"/> No

List Building or Access Point(s):

Pre-Employment Screening	<input type="checkbox"/> Motor Vehicle Report (MVR)	<input type="checkbox"/> Drug test (CDL)	Fingerprint (Confidential Criminal Justice Information)
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Screening Documents:	<input type="checkbox"/> Application	<input type="checkbox"/> Resume	<input type="checkbox"/> Cover Letter
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Other:

X

 Hiring Manager

X

 Department of Human Resources, Director



VACANCY NOTICE REQUEST

A vacancy notice will be created, 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.

Identify no more than 5 core duties/responsibilities.

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.

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

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

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

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

All costs associated with advertising are paid by the hiring department.

Provide 5 -7 Interview Questions

Return to the Department of Human Resources

Attach additional sheets as needed.