



# SARPY COUNTY

## UNCLASSIFIED PERSONNEL REQUISITION FORM

### VACANCY INFORMATION

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Application Reviewers\*:** \_\_\_\_\_

\*Please be accurate: Reviewers CANNOT be changed once the posting is active.

**Reason for Vacancy** (select ONE):  New Position  Resignation  Retirement  
 Promotion  Transfer  Dismissal/Layoff

**Budgeted Position** (select ONE):  Yes  No  Grant\*

\*If grant is terminated / not renewed / reduced, position may be eliminated / reduced. There is no obligation for the County Board to fund.

### JOB DESCRIPTION INFORMATION

**Job Description Status** (select ONE):  Review  Create  No Action Needed

**Job Title:** \_\_\_\_\_

**Introductory Probationary Period:** (select ONE):  6 months  12 months  Other \_\_\_\_\_

### POSTING INFORMATION

**Appointment Type** (select ONE):  UNclassified  Temporary  Seasonal  
 Intern  Student

**Employee Type** (select ONE):  Full-Time  Less than 20 hours per week  
 20-29 hours  30+ hours\*

\*May be insurance eligible; contact HR for specifics

**Scheduled Days / Hours of Work:** \_\_\_\_\_

**Type of Post:**  INTERNAL  EXTERNAL  BOTH

**Number of Days to Post\*:** \_\_\_\_\_

**Number to Interview:** \_\_\_\_\_

\*If INTERNAL Post is requested – five calendar days. EXTERNAL: Please indicated number of calendar days – EX: 14 calendar days

**Pay To Be Posted:**  Step 1  Full Range

### SELECTION PROCESS

**Requested Testing:**  MS Word  MS Excel  PowerPoint  
 Typing  10-Key  Other\*: \_\_\_\_\_

\*Contact HR for other available tests

**HR Create Interview Questions** (select ONE):  Yes  No

**HR Schedule Interviews** (Min four calendar day notice - select ONE)  Yes  No

**HR Create Interview Packets** (select ONE)  Yes  No

**HR Facilitate Interviews** (select ONE):  Yes  No

**HR Conduct Reference Checks** (FINALIST ONLY- select ONE):  Yes  No

### APPROVALS

\_\_\_\_\_  
Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date