



# 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**

\_\_\_\_\_  
Name of previous incumbent

**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 – seven 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