

## *Request for Recruitment Action*

Date of Request \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Selecting Supervisor \_\_\_\_\_ Desired hire date: \_\_\_\_\_

Manager Approval (if required) \_\_\_\_\_ F/T  or P/T

Specific Skills required \_\_\_\_\_  
\_\_\_\_\_

Required Licenses, certificates, education, etc. \_\_\_\_\_

Additional Selections Criteria \_\_\_\_\_  
\_\_\_\_\_

Specific recruitment media desired \_\_\_\_\_

This recruitment replaces (name of previous incumbent): \_\_\_\_\_

I want HR to pre-screen applications and send me: Top  All qualified

Date of transmittal to selecting supervisor: \_\_\_\_\_

The attached applications are provided in response to Vacancy Announcement number :  
\_\_\_\_\_. You are to conduct appropriate interviews  
and select the applicant that you are requesting for hire. Please return this form along  
with the applications to Human Resources. Arrangements will be made for notification  
and in-processing.

Number of applications provided \_\_\_\_\_

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I have selected the following applicant(s) to fill the job vacancy listed above:

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Desired Start Date \_\_\_\_\_ Salary \_\_\_\_\_

Please contact the selected individual and arrange for starting date and in-processing.

I have \_\_\_ have not \_\_\_ checked this person's references.

\_\_\_\_\_  
Selecting Supervisor

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Manager Approval (if needed)

\_\_\_\_\_  
(date)

HR use

Date employment started \_\_\_\_\_

Date of In-processing \_\_\_\_\_