Douglas County Human Resources — Requisition To Hire

Reason for Position Recruitment: ☐ Vacancy ☐ New ☐ Seasonal/Temporary ☐ Establish Eligibility List

If this recruitment is due to a vacancy, name of employee who previously held position:_____

Contact Person:_____ **Department:**_____ **Ext:**_____

Recruiting Position Title:_____ **Grade:**_____

☐ Full Time ☐ Part Time (scheduled hours_____) ☐ Hourly ☐ Salaried

Suggested Closing Date (minimum of 2 weeks):_____

Human Resources will pay for advertisements to run one time in any of the following newspapers: Record Courier, Nevada Appeal or Tahoe Tribune. Any other advertisements will be charged to your department, by Human Resources. Please do not pay the invoices independently.

Where would you like to advertise? (Indicate the total number of times you want the ad to run)

___Record Courier
___Nevada Appeal
___Tahoe Tribune
___Reno Gazette
___Sacramento Bee
___Las Vegas Sun
___San Francisco Chronicle
___Los Angeles Times
___Jobs Available
___Public Sector Jobs (on-line recruitment)
___Other:_____

I authorize Human Resources to charge the advertisements to: _____ - _____ - _____ - _____
FUND DEPT LINE ITEM

Authorized Signature:_____ **Date:**_____

Note: You may fax this form to Human Resources at 782-9083, please forward the original form to our office.

New Position - Please attach copy of minutes from County Commission meeting when this position was approved.

Approved:

_____ _____
Human Resources Manager **Date**

_____ _____
County Manager **Date**