

Recruitment Request Form

Recruitment Details

Desired Start Date:		<input type="checkbox"/> Off-cycle Start Date Eligible Position ¹	
Advertisement Type:		Internal Only Close Date:	
Advertisement Effective Date:		Advertisement Close Date:	

Recruitment Type

<input type="checkbox"/> Replacement for:		Position Code:	
<input type="checkbox"/> Termination PAF submitted			
<input type="checkbox"/> New Position		Approval Date:	

Job Information

Job Title:		Location:	
Job Type:		Office #:	
Department:		Office confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor:			

Schedule

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shift:							
On-call Shift:							

Job Description

Approved job description on file: Yes No

Please provide a job description for the position associated with this Recruitment Request. The job description template is located on the DBH intranet page under the [Approved HR Forms](#) section. Please indicate any additional job duties that are specific to this position that are not included in the approved job description in the area below.

Job Description

Application questions on file: Yes No

Please provide a list of any specific questions to include in the employment application for this opening. Application questions assist to identify qualifications prior to an interview, making the interview process more efficient.

- 1.
- 2.
- 3.
- 4.
- 5.

Recruitment Request Approval

Requestor	Date	Requestor's Supervisor	Date
Program Director ²	Date	Clinical Director ³ <input type="checkbox"/> N/A	Date
ELT Representative	Date	Human Resources Director	Date

¹ Off-cycle Start Date Eligible positions require a defined schedule within a 24-hour program.

² Program Director's signature required if different than Requestor's Supervisor.

³ Clinical Director's signature required for all recruitment requests in all clinical programs.