



REQUEST TO HIRE/RECRUITMENT APPROVAL FORM

HIRING FREEZE APPROVAL FORM:

Position Title: _____

Department: _____

Date of Vacancy: _____ Number of Positions Vacant: _____

Pay Range: _____ Prior Incumbent: _____

Type of Position: Permanent Temporary Full-Time Part-Time

JUSTIFICATION TO FILL VACANCY: JUSTIFICATION MUST INCLUDE SUBSTANTIVE AND QUANTIFIABLE INFORMATION. THIS INCLUDES INFORMATION ON THE CRITICALITY OF THE POSITION TO THE PUBLIC; ESTIMATED REIMBURSEMENT PERCENTAGE OF RELATED PERSONNEL COSTS; ESTIMATED ANNUAL REVENUE THAT WOULD BE GENERATED; AND OVERALL REASON WHY THE POSITION IS DEEMED ESSENTIAL TO THE DEPARTMENT OPERATIONS.

Justification Description:

Requested by: _____
Print Name Signature Date

Department Approval: _____
Department/Agency Head Date

Reviewed by the Deputy City Manager
Deputy City Manager Signature: _____ Date: _____

This request to hire/recruit is: _____ Approved _____ Disapproved
City Manager Signature: _____ Date: _____

HR POSITION NUMBER: _____