



SARPY COUNTY

CLASSIFIED 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/employee

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* _____

*By statute, CANNOT exceed 12 months

POSTING INFORMATION

Appointment Type (select ONE): Classified Temporary Seasonal
 Provisional Emergency

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: _____

Pay* To Be Posted: Step 1 Full Range

*Prior to Job Offer, contact HR for applicable rules of starting wage requirements

SELECTION PROCESS

Number to Interview*: _____

*Minimum of 5 qualified applicants; if less than 5 apply, must interview all qualified

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 (select ONE): Yes No

HR Create Interview Packets (select ONE): Yes No

HR Facilitate Interviews (select ONE): Yes No

HR Conduct Reference Checks (select ONE): Yes No

APPROVALS

Elected Official/Department Head

Date

Human Resources Director

Date