

Documentation of Hiring Procedures/Request to Hire

District: _____ Position: _____

Initial to denote agreement that action was taken.

_____ Request to Fill Employee Vacancy was forwarded to Probation Administration and approval was received to fill said position

_____ Vacancy was advertised internally by the Administrative Office

_____ Other forms of advertisement used for this position (signify) _____

_____ Position was advertised for a minimum of six workdays from posting and no applications/resumés were considered outside of the State electronic application system.

	DATE ADVERTISED	CLOSING DATE
Within System	_____	_____
State Personnel	_____	_____
Other	_____	_____

Number of applicants who applied for this position: _____
What criteria was utilized to pre-screen applicants from further consideration?

List names of applicants chosen to be interviewed for this position:

Date of interview(s) with selected applicants: _____
Personnel Worksheet for Hiring Interviews completed on all applicants interviewed: ___ Yes ___ No

Name of applicant chosen for the position: _____
Name of former employee who vacated this position: _____

Tentative starting date: _____
Requested Step Advancement* to: _____ Starting Salary: _____
(*Please attach written recommendation noting outstanding qualifications.)

Date Signature of Hiring Manager

Return this completed form, **along with the Hiring Personnel Interview Worksheet and related documentation associated with the chosen applicant**, to the Office of Probation Administration. Upon receipt, and if all required prerequisites are satisfied, you will receive the Authorization to Hire Form. Upon receipt of said authorization, inform all other applicants they weren't selected for this position.