**Personnel Requisition Form – Grant County**

**Posting Request and Advertising**

Department (Orchard Manor, Health, etc.):

Is this a new position? [ ] Yes or [ ] No

Are you replacing a current employee? [ ] Yes or [ ] No

1. Who is being replaced?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date employment ends:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How soon do you want the position filled? [ ] As quickly as possible or [ ] Future date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the job description need to be updated? [ ] Yes or [ ] No

Updating Process:

1. [ ] Request a copy of the most recent job description from the County Personnel Office
2. [ ] Review and pencil in any changes
3. [ ] Forward the marked copy to the County Personnel Office for review/processing

**Position Information**

Job Title:

Anticipated hours per pay period:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work shift (Varies, 8 to 4:30, PM’s, etc.):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a limited term position? [ ] Yes or [ ] No (if yes, anticipated length of position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Is this a seasonal position? [ ] Yes or [ ] No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Posting information**

Contact person if questions while preparing the posting:

How soon do you want it posted? [ ] As quickly as possible or [ ] Future date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Deadline: [ ] Normal, [ ] Extended date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , or [ ] Accepted until position is filled

Post Internal Only? [ ] Yes or [ ] No Or Post Internal and External at the same time? [ ] Yes or [ ] No

**Advertising Information:**

External postings will automatically be shared with Grant County Departments/Employees, placed on bulletin boards at Admin building and Courthouse, Grant County Employment Opportunities Facebook Page, and Grant County’s Website Employment Opportunities page.

Please check additional locations you want the ad published.

[ ] $68.25\* Shopping News

[ ] $262\* Morris Newspapers Includes: The Reminder, Round-up, Platteville Journal, Boscobel Dial, Fennimore Times, Grant County Herald Independent, Tri County Press, SWNEWS4U.COM,

Plus [ ] $30 additional for two postings to Grant County Herald Independent Facebook Page

[ ] $300\* Telegraph Herald Includes: Sunday newspaper and Accessdubuquejobs.com

[ ] $429\* Capital Newspapers Includes: Sunday WI State Journal edition, Wednesday Cap Times edition, and 30-day Job Clip Video on madison.com and wiscnews.com

*\*Cost based on size of ad; listed price is for the size we typically which is the lowest number of ad lines/inches*

**Department Head:**

*Please refer to the County policy located in the Administration Manual (5.12 Position Request / Replacement)*

[ ] Discussed with Personnel Director on  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

[ ] Governing County Board Committee Approval Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (when required)

[ ] Executive Committee Approval Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (when required)

Is the HR/Payroll Representative at your Department aware of this request? [ ] Yes or [ ] No

Approving Department Head’s Printed Name:

Approving Department Head’s Signature

Signature Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ] Forward completed form to the County Personnel Office by fax (723-4595) or email (****dmergen@co.grant.wi.gov****) for processing and posting**