

County of San Mateo

Personnel Requisition

Requisition / Certification Number

To initiate the hiring process, the Appointing Authority (as designated by the department) must complete the following information and submit this form to **Employee and Public Services, EPS-121, c/o TRAC Coordinator**.

NOTE: This requisition form may be used for multiple positions within the same job classification if the information is the same for all positions. You must use separate forms when hiring for multiple positions having different information.

I.

VACANCY INFORMATION

Job Class Code: _____ Job Class Title: _____

Department Name/Org #: _____

Division Name/Org #: _____

Full-Time Part-Time Extra Help Day Shift Swing Shift Night/Graveyard

Bilingual: No Yes Language(s): _____

Typing Speed: _____ wpm Other Skills: _____

<u>Position #</u>	<u>Outgoing Employee(s)</u>	<u>Vacancy Date(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If certifying from a "promotional only" list, do you want department candidates only? Yes No

Do you want the position(s) listed on the entry level office support transfer line? Yes No

Person for candidates to contact:

Name: _____ Phone: _____ Pony: _____

II.

EXTRA HELP JUSTIFICATION

Length of extra help duration: _____ Check reason below:

- Temporary absence of incumbent
- Short-term variation in workload, including seasonal help (Describe: _____)
- Short-term special projects/assignments/pilot programs (Describe: _____)
- Temporarily filling vacant position
- Intermittent work (Describe: _____)
- Temporary staffing prior to implementing organization/technological changes (Describe: _____)

Important: Attach application(s) if you have pre-selected extra help employees!

III.

AUTHORIZATION

Signature of Appointing Authority

Date