



REQUEST TO POST POSITION REQUISITION FORM

** Please include the most recently updated job description with this request.*

- Existing Position** (if there are any changes to prior position's descriptions, duties, etc., please "track changes" and include for HR to review.)
- New Position** (include justification including anticipated budget impact, additional alternatives that have been considered, consequences if not approved)

Position ORG/OBJ: _____ **Grade/Step Level:** _____

If replacing an existing position, please provide:

<i>Previous Incumbent:</i>

Requisition Details:

Position Title:	Date:
Union (if applicable):	Department:
Supervisor:	Hours per week:
Anticipated days worked: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal
<input type="checkbox"/> Benefitted <input type="checkbox"/> Non-benefitted	Requisition expiration/close date:

Publishing Type:

All positions being advertised will automatically be posted both externally and internally. This includes an email sent to all employees, a minimum 14-day post on the Town of Amherst website, and a posting on Indeed. If you would like to change this, please specify below:

<input type="checkbox"/> Internal Posting Only (Email)	<input type="checkbox"/> External Posting Only (Town Website and Indeed)
--	--

Request for Additional External Sourcing

If you would like the position to be advertised in other places or websites, please specify below:



Interview Team

Please provide all of the names of those who will be apart of the interviews/hiring committee to receive automatic routing of applicants as they come in.

Lead In (OPTIONAL)

If you would like to include an informational “lead in” paragraph to attract candidates, please write it in the space provided below:

Requested by: _____ **Date:** _____