

City of Tallahassee Employment Requisition Form

NOTE: Hints for completing this form are displayed in the status bar on the bottom left of your screen as you move from field to field.

REQUISITION NBR (master): _____

Related Reg Nbrs*: _____; _____; _____; _____

* used only when multiple vacancies of like positions are being advertised. Master Requisition will be main source for info on Vacancy Listing and Applicant Entry, but will apply to related requisitions listed.

Requisition Data

Requisition originated by: **Misi Tuttle 83367**

Number Openings: **1** of Total Vacancies: **1**

Send referral package to:
Misi Tuttle 83367 ext.: **8533**

Requisition to be reviewed/authorized by
(HR Consultant): **Owens, Toya**

Advertising Information

Posting Type/Medium: **Internal-Restricted**

Instructions for Special Advertisements: **Internal/ Dept of Communications only**

Requested Advertising Dates: **12/24/2016 through 12/30/2016**

Budget Code for External/special advertising (if applicable): _____ - _____ - _____ - _____

Job Information **New position** or **Replacement**

Person Being Replaced (if applicable): **Name/Emplid**

Perm/OPS/Temp Position?: **Permanent Position**

Time-limited end date (if applicable): _____

Position Number(s): **979**

Job Code: **490**

Job Title: **Customer Involvement Coordinator**

Cost Center: **380101**

Dept Name: **Communications**

Salary Grade (Pay Band): **!**

Job Posting Information (info other than Minimum T&E that should be included in posting information for this vacancy)

Special requirements/preferences: _____

Driving requirements:

Driving Category: **Other Important Duty**

License Class: **Class E-Operator's**

Required Endorsement(s): N P H X T E

Safety Sensitive Drug Test Required? yes no

Approved: **ACM approval by** _____

Date: _____

Alison Faris, Director of Communications

Alison Faris

12/23/16

Department-Level Name & Title

Signature (if desired)

Date

Human Resources use only:

Original advertisement: Post from **12/24/2016** to **12/30/2016**

Consultant

Authorization: **Owens, Toya**

Date: **12/23/16**

Re-Advertise: Post from _____ to _____

Consultant Authorization: **-select-**

Date: _____

Referral Packet picked up by _____

Date: _____

Special Instructions from HR Consultant: **Please advertise for one week internal to Communications. Thank-You**