

16. Minimum Requirements (Reference the Job Description to obtain this information.)

Education –

May relevant experience be substituted for required education? Yes No
 (If “Yes,” two years relevant experience substitutes for each year of required education.)

Experience –

Assessment Testing –

Physical Demands –

Environmental Factors –

17. FLSA Status: Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>	18. Pay Grade _____ \$ _____ \$ _____	19. Hiring Salary Range _____ - _____ (Hourly for Non-Exempt) or _____ - _____ (Bi-Weekly for Exempt)
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20. List specific Licenses/Certifications: _____ Required <input type="checkbox"/> Desired <input type="checkbox"/> _____ Required <input type="checkbox"/> Desired <input type="checkbox"/> _____ Required <input type="checkbox"/> Desired <input type="checkbox"/>	21. Drivers License Yes <input type="checkbox"/> No <input type="checkbox"/> CDL Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Type of Endorsement Required: _____
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22. Work Schedule (Insert work shift hours)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____
 Friday _____ Saturday _____ Sunday _____

Various Hours _____

Total Hours Per Week _____ Number of Weeks Worked Per Year _____

Mandatory Overtime Required: Yes No

23. APPROVALS

Department Director	Budget Office	City Manager’s Office	Human Resources Office
SIGNATURE	SIGNATURE	SIGNATURE	SIGNATURE
Date: _____	Date: _____	Date: _____	Date: _____

City of Waco Requisition Process Tip Sheet

This tip sheet has been put together in order to make the job requisition process easier to understand and more user-friendly.

When can I post a position?

A position can be posted as soon as an employee gives their notice (it does not have to wait until that employee has separated).

Where do I find the requisition form?

When filling out a Personnel Requisition Form for newly vacant positions, please go to the S Drive:/HR Forms folder/Hiring Process folder/Personnel Requisition Form 6-9-05 or to the Intranet (Personnel Requisition Form). The form changes periodically and HR needs the most recent version of the form in order to properly process the request without any delays.

What may delay my requisition?

For faster results in processing the requisition, walk the form to the Budget Office and later follow up with the City's Manager's Office to see if the form has been received. If you just send the form via interoffice mail to the Budget Office and do not follow up, it may delay the process of getting the requisition posted. This is normally the step that causes the requisition process to be delayed.

When will the job be posted?

Once HR receives and processes the requisition, the supervisor will be contacted for final approval of the posting prior to the position being posted. The approved job posting is then posted to the job listing on the City's website within 24 hours.

How long must the position be open?

Each position must be open/posted for a minimum of 5 business days. A position does not officially close until 5pm the day the supervisor requests it be closed. Any applications received after HR is notified of the closing and before 5pm must be reviewed prior to a contingent offer being made to a candidate.

Can I advertise the position in a location other than the City's website?

Ads can be placed at the same time a position is posted. If the supervisor has a difficult time filling the position due to a lack of qualified applicants, advertisements may be posted externally (newspaper, trade publications, other websites, etc.). The cost of the ad is the responsibility of the supervisor's department. The EEO/Staffing Officer is available to assist the department with developing, placing and maintaining the ad(s). All ads must be reviewed by the EEO/Staffing Officer for EEO purposes prior to placement.

Who do I contact if I have questions on the requisition process?

If you have any questions about the requisition process, please contact Sherry Martin, Customer Service Representative at 750-5742 or Sue Pflieger, EEO/Staffing Officer at 750-5738.

Instructions for Completing Personnel Requisition Form

** Enter all dates in the format mm/dd/yy. **

1. Today's Date: Date Requisition Form initiated. Enter it in the format mm/dd/yy.
2. Job Title: Job title of the position. Please list both the position classification title and working title if they are different.
3. Job Number: Job number of the position.
4. Authorization Number: Authorization number for the position from H.T.E.
5. Budgeted Annual Hours: Budgeted hours per year for the position and full-time equivalent (FTE).
6. Type of Employment: Check the appropriate blank in each column.
7. Department/Division Name: Name of Department and Division for the position.
8. Fund/Department/Division/Account Numbers: Fund, Department, Division and Account numbers in which the position will be placed. For example, Solid Waste Commercial 550-1863-811-13-01, Health HIV/AIDS 288-4675-582-12-01.
9. Name of Person being Replaced: Full name of the person being replaced by this posting.
10. Reason for Request: Check the appropriate blank to indicate the reason for the request. If "Other" is checked, please insert specific reason.
11. Training Required: Indicate if telephone, introductory and/or H.T.E. training is required.
12. Starting Date: Date position will be filled. Enter it in the format mm/dd/yy
13. Address of Work Site: Indicate the physical location and street address of work site. For example: City Hall, 300 Austin Avenue.
14. Interviewer's Name and Extension Number: Indicate the name and phone number of the interviewer. This provides Human Resources with a contact person should questions arise about the posting or the position.
15. Job Description and Essential Job Functions: Provide a job description and list of essential job functions for the position. Refer to official job description for the position.
16. Minimum Qualifications: Please list the minimum education and/or experience requirements from the official job description for the position. Indicate if experience may be substituted for required education at the ratio of two years relevant experience for each year of required education. For example, a job requiring a Bachelor's degree and five years experience would require 13 years total experience if the applicant had only a high school education. Indicate any required assessment testing, such as minimum typing speed. Assessment testing requirements are listed here; supervisors are encouraged to come to Human Resources and take assessment tests prior to listing them on a requisition. Also, indicate the physical demands and any environmental factors concerning the position.
17. FLSA Status: Indicate if position is exempt or non-exempt.
18. Pay Grade: Indicate the pay grade of the position.

19. Hiring Salary Range: Indicate the hiring salary range of the position. Indicate by listing hourly rates for FLSA non-exempt positions, and bi-weekly rates for exempt positions. Post the salary range within a minimum and maximum range that you are willing to offer. The salary offered on a contingent job offer form must fall within the salary range posted on the requisition.
20. List Specific Licenses/Certification: List the licenses and/or certifications that are appropriate for the position and whether they are required or desired.
21. Drivers License: Indicate if a valid Texas Drivers License is required, and if so the type of license. Indicate if a commercial drivers license is required, and if so any required endorsements required along with the CDL.
22. Work Schedule: Indicate work schedule and work shift. For example, 8:00 a.m. – 5:00 p.m., 7:30 a.m. – 4:30 p.m., 1:00 p.m. - 5:00 p.m. on each day of work schedule. Also, indicate total hours per week, number of budgeted weeks per year, and if mandatory overtime is required.
22. **APPROVALS:** Secure signatures from the Department Director and from Budget. **The City Manager or an Assistant City Manager’s signature is required any time hiring restrictions are in place.**

NOTE: The Department Director is responsible for ensuring that all appropriate signatures (with dates) are on the Requisition Form prior to sending it to Human Resources.

The Personnel Requisition Form and instructions may be accessed under S\HRFORMS\Hiring Procedures\Personnel Requisition, or on the Intranet at <http://www.waco-texas.com/employees/formslist.htm>.