

Recruitment Selection Form

(Please complete once a selection has been made.
Must be submitted to and approved by the Personnel Department prior to making an offer.)

Name of Applicant: _____

Department: _____ Job Title: _____

Desired Start Date: _____ References checked by department

Type of Position: Regular F/T Regular P/T PSE Volunteer Intern

Range: _____ Desired Step: _____
(If step B or C, requires Department Head and Personnel Department Approval, if step D or E, also requires CAO approval.)

Reason for Department Head Request:

Department Head Approval: _____

Personnel Department Approval (If applicable): _____

CAO Approval (If applicable): _____

Linda Durrer, Personnel Director

Scott H. De Moss, County Administrative Officer (CAO)

Special Instructions for offer letter (If applicable):

To be completed by the Personnel Department

Date Conditional Offer Letter Sent: _____

Date Background complete: _____ Date Medical Testing complete: _____

Official Start Date: _____

Date Official Offer Letter Sent: _____