

# RECRUITMENT REQUEST AND SELECTION PLAN

DEPARTMENT/AGENCY: \_\_\_\_\_ BUDGET UNIT # \_\_\_\_\_

Class Title: \_\_\_\_\_ # of Vacancies to be filled: \_\_\_\_\_

Position Control Number: \_\_\_\_\_ THIS POSITION IS:

SCHEDULE: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

ANNOUNCEMENT TYPE: \_\_\_\_\_ MERIT POSITION: \_\_\_\_\_

Request to hire off existing eligible list :

TYPE OF RECRUITMENT DESIRED: \_\_\_\_\_ LENGTH OF ELIGIBILITY LIST: \_\_\_\_\_

## **All advertising choices will be billed to the recruiting department.**

The Personnel Office will always advertise on **CalOPPS** (Free) and **Job Tips** (Free), **Other choices include:**

Craigslist : \_\_\_\_\_ categories (\$20/each) Sacramento Bee Sacramento Valley Mirror Indeed : Budget :\$ \_\_\_\_\_

Tri-County Newspapers (Includes Glenn County Transcript and Colusa Sun Herald) CSAC Website - \$75/posting

Chico State (Free) Butte College (Free) Chico Enterprise Record GovernmentJobs.com (\$175/job)

Other (specify): \_\_\_\_\_

*In addition, the announcement will be emailed out to all counties in the state.*

*Before the advertisement is officially placed, all quotes will be sent to the department for approval.*

**Org and Object code to be used for Advertising Costs:** \_\_\_\_\_

**RECRUITMENT PERIOD DESIRED:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

## **SELECTION CRITERIA TO BE USED:**

EXAMINATIONS REQUIRED - (*Suggested Criteria Attached*)

- WRITTEN EXAM (Identify if possible) \_\_\_\_\_
- ORAL EXAM \_\_\_\_\_
- PERFORMANCE EXAM / SKILL TEST (Specify type of exam desired) \_\_\_\_\_
- OTHER (Please specify) \_\_\_\_\_

***As a reminder, all examinations, including interview questions, must be approved by the Personnel Department in conjunction with the Appointing Authority.***

### **POST OFFER PRE-EMPLOYMENT EXAMS:**

- DRUG SCREEN \_\_\_\_\_
- PHYSICAL EXAM \_\_\_\_\_
- LIVESCAN \_\_\_\_\_
- BACKGROUND INVESTIGATION \_\_\_\_\_
- PSYCHIATRIC EVALUATION \_\_\_\_\_
- OTHER (Please specify) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**OTHER INFORMATION, COMMENTS OR SUGGESTIONS THAT WILL BE HELPFUL IN THE RECRUITMENT AND SCREENING PROCESS:**  
(Use additional sheets if necessary) \_\_\_\_\_

DEPARTMENTAL CONTACT: \_\_\_\_\_  
(Name, Title and Phone #)

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY ADMINISTRATIVE OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_