

RECRUITMENT REQUEST AND SELECTION PLAN

DEPARTMENT: _____

BUDGET UNIT # _____

Class Title: _____

of Vacancies to be filled: _____

Position Control Number: _____

THIS POSITION IS: Regular Full-Time Hourly Regular Full-Time Salary
 Regular Part-Time Public Service Employee (PSE)

SCHEDULE: Monday – Friday Alternative – Explain in comments

COMMENTS: _____

ANNOUNCEMENT TYPE: Flyer Brochure

MERIT POSITION: No Yes

Request to hire off existing eligible list: No Yes (No new recruitment needed)

TYPE OF RECRUITMENT DESIRED: Open Promotional

LENGTH OF ELIGIBILITY LIST: 6 Months 12 Months

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: One Week Two Weeks Three Weeks Other: 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 _____

BACKGROUND INVESTIGATION _____

PHYSICAL EXAM _____

PSYCHIATRIC EVALUATION _____

LIVESCAN _____

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 _____