

JUDICIARY EMPLOYMENT REQUISITION

PART I: GENERAL VALIDATION

Position being used differently than previously allocated?

<input type="checkbox"/> NO	<input type="checkbox"/> YES	IF YES, PREVIOUS TITLE & GRADE (attach PDQ)
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Fiscal Department Fund Verification OBTAIN ONLY WHEN REQUEST IS FOR ADDITIONAL ASSISTANCE OR FUNDING, OR RECLASSIFICATION TO A HIGHER GRADE

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
		DIRECTOR, FISCAL MANAGEMENT DATE

PART II: JOB IDENTIFICATION

JURISDICTION	DEPARTMENT	CLASSIFICATION TITLE	GRADE	PIN
REPLACEMENT FOR	VACANT DATE	VACANCY REASON: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> REFILL WHY VACANT:		EST. START DATE
SUPERVISOR	TELEPHONE	RECRUITMENT TYPE: <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL <input type="checkbox"/> CLASSIFIED AD <input type="checkbox"/> OTHER SPECIFY:		

PART III: JOB STATUS

<input type="checkbox"/> REGULAR: _____ hrs <input type="checkbox"/> CONTRACTUAL: _____ hrs	<input type="checkbox"/> TEMPORARY: _____ hrs <input type="checkbox"/> OTHER: _____ hrs DEFINE:	APPROXIMATE LENGTH OF ASSIGNMENT (if not a regular position)
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IN ADDITION TO POSITION REQUIREMENTS, LIST PREFERRED EXPERIENCE/QUALIFICATIONS:

JURISDICTION CERTIFICATION

IMMEDIATE SUPERVISOR/REQUESTOR	DATE
UNIT DIRECTOR	DATE

PART IV: CERTIFICATION

JUDICIARY HUMAN RESOURCES USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved REASON:	<input type="checkbox"/> EXEMPT Job Code: _____ <input type="checkbox"/> NON-EXEMPT EEO Code: _____
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REQUISITION APPROVAL:

HUMAN RESOURCES REPRESENTATIVE

FUNDING EXCEPTION APPROVAL:

STATE COURT ADMINISTRATOR / CHIEF CLERK

DATE _____

**NOTE: NO OFFER OF EMPLOYMENT, HIRE DATE OR SALARY MAY BE MADE
PRIOR TO HUMAN RESOURCES REVIEW AND APPROVAL**

PART V: SELECTION AND HIRE (must be completed by the requesting office at the conclusion of the interviews)

OFFER LETTER(S): <input type="checkbox"/> Local Court/Dept <input type="checkbox"/> HR			REJECT LETTER(S): <input type="checkbox"/> Local Court/Dept <input type="checkbox"/> HR		
EXTEND OFFER TO:			SS#:		
ADDRESS:			HOME PHONE:		
			WORK PHONE:		
DESIRED START DATE	SALARY	GRADE/STEP	SELECTION CERTIFICATION		
		IMMEDIATE SUPERVISOR/REQUESTOR		DATE	
JOB TITLE		PIN			
		UNIT DIRECTOR		DATE	

PART VI :HR HIRE APPROVAL

HUMAN RESOURCES USE ONLY					
EEO			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
REASON: _____					
AUTHORIZATION, EQUAL EMPLOYMENT OPPORTUNITY				DATE	
EER # Applicants _____ # Interviewed _____			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
Emp. Verif. Approved _____ Disapproved _____					
REASON: _____					
AUTHORIZATION, EMPLOYMENT-EMPLOYEE RELATIONS				DATE	
COMPENSATION (ONLY REQUIRED FOR ADVANCE STEP APPROVAL)			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
REASON: _____					
COMPENSATION REPRESENTATIVE _____					

PART VII: NEW HIRE CONFIRMATION DATA

NEW EMPLOYEE NAME	START DATE	PIN	GRADE/STEP	SALARY
CLASS TITLE	DEPARTMENT	POSITION FUNCTION		