

Fairbanks North Star Borough Recruitment Requisition

To be Completed by the Requesting Department

POSITION SPECIFICATIONS

Date of Request: _____

Classification Title: _____

Department: _____ Division: _____

Regular Full-Time Regular Part-Time Grant Funded Casual

New Position* Replacement for: _____ No. of Positions _____

Grade/Level _____ Salary _____ Hr. G/L Org Key: _____

(*If new position, attach copy of appropriating ordinance)

Yr. Hours per week: _____ Days per week: _____

Schedule: _____

PCN # _____

Please attach the following documents:

___ Job description (reviewed & updated if necessary)

___ Interview Questions & additional screening documents

___ Reference Questions

RECRUITMENT INFORMATION Behavior Specification or other information: _____

Posting: _____	Interview Committee: _____	_____	_____	_____
Internal _____	Requested by: _____	_____	Date	_____
Internal/External Concurrent _____	Department Director: _____	Immediate Supervisor	Date	Phone #
Requested Posting Date: _____	Human Resources Director: _____	_____	Date	Phone #
_____	EEO Review: _____	_____	Date	_____
Requested Closing Date: _____				

FOR PERSONNEL USE ONLY

Date Posted: _____ Closing Date: _____ Date Filled: _____

Dates Advertised: _____

Date Received: _____ Approval Signature: _____