

Requisition # \_\_\_\_\_

PC # \_\_\_\_\_

**Rio Arriba County  
Human Resources Department  
Personnel Requisition**

Signature Routing

Dept. Dir: \_\_\_\_\_  
HR: \_\_\_\_\_  
Finance: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Office: \_\_\_\_\_

**Instructions:** Complete all sections of this form. **Interview questions** must be attached with requisition to be processed. Incomplete requisition and interview questions may be returned before processing a job opening.

**Position Information**

Title of Vacant Position: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Name of Hiring Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Number of Positions to be filled: \_\_\_\_\_ Fund Code: \_\_\_\_\_ Org Code: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Pay Range: \_\_\_\_\_

Exempt       Non-exempt       Temporary (*April – September or July – December*)

Regular       Limited Term       Casual (*19 hrs. or less/week*)

New position       Position previously held by: \_\_\_\_\_

If **part-time**, number hours per week: \_\_\_\_\_

If **shift work**, days and hours needed: \_\_\_\_\_

**Advertising**

Where do you wish to advertise? (All positions will be posted on Rio Arriba County Web page (External & Internal), Social Media post Facebook only. **Length of time to advertise?** \_\_\_\_\_

**Los Alamos Daily Post**       Professional publication -list below (Dept pays all)

**Rio Grande Sun**       Additional websites-list below (Dept pays all)

Review Standing Fill

Taos News (Department pays all)       *Internal only-no advertising needed (mark below)*

Albuquerque Journal (Dept pays all) – estimated cost = \$500/ad       *Division only*

Santa Fe New Mexican (Dept pays all) – estimated cost = \$500/ad       *Department only*

Other newspaper (Dept pays all)       *County-wide*

**Interviews**

Interviews are planned for the following dates: \_\_\_\_\_

The planned interview panel is: \_\_\_\_\_

**Additional** \_\_\_\_\_

**information:** \_\_\_\_\_

**Preferred Qualifications**

Do you want to use the Preferred Qualifications listed in the job description? **YES**      **OR**      **NO**

**Include in email the Preferred Qualifications to be include in the job posting.** (If applicable, list priority ranking and weights.)