



Requisition Template

Hiring Bureau:				Class Spec:			
Organizational Unit:				Working Title:			
Hiring Manager(s):				Desired Start Date (Recruitment Opening Date):			
Job Type (Place an X to indicate your selection):				List Type (Place an X to indicate your selection):			
	At Will	Limited Duration		Regular			
	Casual	Regular		Promotional Only (Police and Fire only)			
	Casual Other	Temp (Budgeted)		Departmental Promotional Only (Do not use)			
	Elected Official	Work Ret - Non Ben		Regular and Promotional (Do not use)			
	Executive	Work Ret - Ben Elig		Transfer			
Position Details (Place an X to indicate your selection):				Vacancies (Enter # of vacancies):			
	Existing Position (Replacement of Staff)						
	New Position						
Position Control (Existing positions: Please enter position #, name of employee exiting position. New positions: Enter "New" in First and Last Name fields and the effective date of new position):							
Position #:		First Name:		Last Name:		Vacancy/Effective Date:	
Comments:							
Type of Recruitment Process (Place an X in the appropriate box to indicate your selection):							
	Open	Internal		Promotional (Police & Fire only)		Limited Term	
	Existing List	Resurrected List		Comparable List		Transfer List	

Application Limit:	Length of Time Open (Days/Weeks):
Location of Position <i>(i.e., 123 Anywhere Street Portland, OR 97201):</i>	

Job Description *(Describe the position, including the program description in the context of this position and primary responsibilities facing the person in this position):*

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Minimum Qualifications *(Describe the Knowledge, Skills and Abilities (KSAs) that are required to perform the essential functions of the job – Refer to the classification specification for this position):*

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Special Requirements *(Describe any special skills, certifications, physical requirements, etc. necessary for the position):*

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Application Screening Method *(Place an X next to the application screening method):*

<input type="checkbox"/>	SME Review	<input type="checkbox"/>	BHR Review
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Application Template *(Place an X next to the information to collect via the online application):*

<input type="checkbox"/>	Cover Letter	<input type="checkbox"/>	Resume	<input type="checkbox"/>	Work History
<input type="checkbox"/>	Certs and/or Licenses	<input type="checkbox"/>	Education History	<input type="checkbox"/>	Skills

Position Number(s):		Contact Name:	
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Cost Center Code:

Contact Number: