



Centennial POSITION REQUISITION FORM

REQUISITION SUBMITTED BY

Name: _____

Date: _____

POSITION INFORMATION

Department: _____

Title: _____

Supervisor: _____

Employment Status Full-Time Part-Time Intern

FLSA Exempt Non-Exempt

Budget Regular Budgeted Temp Budgeted Non-Budgeted

Salary Range \$ _____ (low) \$ _____ (high)

REASON

Replacement

Employee Replaced: _____

Date Position Vacated: _____

Reason:

Separation: voluntary involuntary

Promotion

Transfer

Other

New Position

Budget Year Approved: _____

JOB DESCRIPTION

I have reviewed the current job description; position is ready to post.

If there have been any changes to the job responsibilities or qualifications, please provide an updated/revised job description.

Include additional notes below:

POSTING/ADVERTISING

Type of Posting *All job announcements will be posted on the COC Website for a minimum of 5 business days.*

Internal

External **# of Days to Post** Open Until Filled 5 business days 14 days 21 days 30 days

Internal posting requests will be posted on the City's website and all internal job boards. If you wish to advertise using an external source, indicate the source(s) below:

Industry Boards

<input type="checkbox"/> CML Job Finder Colorado Municipal League	<input type="checkbox"/> CGFOA (www.cgfoa.org) Colorado Government Finance Officers Association	<input type="checkbox"/> NSPE-CO (www.pec.org) National Society of Professional Engineers – Colorado
<input type="checkbox"/> EDCC (www.edcconline.org) Economic Development Council of Colorado	<input type="checkbox"/> APA-CO (www.apacolorado.org) American Planning Association - Colorado	<input type="checkbox"/> SGR (www.sgrjobs.com) Strategic Government Resources
<input type="checkbox"/> ICMA (www.icma.org) International City/County Manager Association	<input type="checkbox"/> APWA (www.apwa.net) American Public Works Association	<input type="checkbox"/> Other (Please Specify): _____

School Boards

<input type="checkbox"/> University of Denver	<input type="checkbox"/> University of Colorado Boulder	<input type="checkbox"/> Colorado School of Mines
<input type="checkbox"/> Metro State College of Denver	<input type="checkbox"/> CU Colorado Springs	<input type="checkbox"/> Colorado State University & University of Colorado Denver (Handshake)

SUBMITTAL (PLEASE SIGN)

Name _____ Date _____

By signing this form, you acknowledge that all information provided is accurate. This information will be routed for approvals to your department leader, Finance, and Human Resources.