Small Agency Recruitment Request Form

**About this form**

This form is used by small agency hiring managers to request recruitment support from DES Human Resources. Send the Recruitment Request Form, and a copy of the Position Description Form (PDF) to your assigned [Human Resources Business Partner](https://des.wa.gov/services/hr-finance/small-agency-services/small-agency-financial-services/agency-assignments).

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| **General Information** |
| Date      | Agency      | Primary contact and phone #            |
| Hiring manager      | Phone      | Email      |
| Does the hiring manager have On-Line Recruiting System (OLRS) access? [ ]  Yes [ ]  No |
| **Recruitment/Position Information** |
| Length of posting? (minimum of 7 days)       | Is posting open until filled? [ ]  Yes [ ]  No |
| Class/Series title, EMS**\***, WMS**\***      | Working title      | Location of vacancy (City & County)      |
| Position #       | Travel required? [ ]  Yes [ ] No | If travel required, what %?       |
| Salary range (If position is WMS or EMS, specify the band)Range or Band #:       | **For WMS/EMS Only** |
| Minimum salary      | Maximum salary      |
| [ ]  Non-Represented [ ]  WFSE [ ]  Coalition [ ]  Teamsters |
| **Posting** |
| [ ]  Internal (your agency only) [ ]  Open competitive |
| **Work Type (check all that apply)** |
| [ ]  Permanent[ ]  Non-permanent[ ]  Project | [ ]  Seasonal[ ]  In training | [ ]  WMS[ ]  EMS[ ]  Exempt | [ ]  Full-time[ ]  Part-time[ ]  On call |
| Duration of appointment (for non-permanent, project, seasonal)       |
| Work shift[ ]  Day [ ]  Swing [ ]  Graveyard [ ]  Rotating | Specify work shift hours (i.e., 8am -5pm)      |
| **Advertising – Recruitments are posted on careers.wa.gov**  |
| List additional advertising locations. Some examples are: Websites, professional organizations, Listservs, newspapers, trade journals, etc. All costs associated with additional advertising shall be paid by your division’s budget.      |
| **Attachments** |
| A copy of the Position Description must be included. [ ]  |
| Supplemental questions attached. [ ]  Yes [ ]  No |
| **Comments** |
|       |