



Staff Action Request Form

Date of Request _____ Requested by _____

Projected Start Date: _____ If Temporary—projected end date _____
Reason for Request: <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Change to Existing Position: <input type="checkbox"/> Job Duties <input type="checkbox"/> Wage/Classification <input type="checkbox"/> Hours/Week <input type="checkbox"/> Wage Allocation

Position Information

Employee Name: _____ <input type="checkbox"/> New/Replacement Position	
Job Title _____	Supervisor _____
Pay Classification: _____ (If New or Change in Position attach Position Scoring Sheet)	
<input type="checkbox"/> Regular—Full-Time <input type="checkbox"/> Regular—Part-time <input type="checkbox"/> Seasonal--# of months/year _____	
Number of hours/week _____	<input type="checkbox"/> Exempt/Salaried <input type="checkbox"/> Non-Exempt/Hourly
What shift/hours/days does this position work? _____	
Location _____	

Position Funding Information

Grant	Percentage (%)	Grant	Percentage (%)

Position Description Information

Please mark the following information (**we must have an updated and accurate position description on file before posting this position**):

- The current position description is accurate and does not need to be updated
- The current position description is not accurate and I have provided updated information.
- This is a new position; a position description needs to be created.

	Signature	Date
HR—Position Description Complete		

Job Posting Information

No need for Job Posting, this is only a change to existing position.

The position will be sent out internally and kept open for at least 5 days.

Would you like to use outside advertising for this position? Yes or No

If yes, please list any sources you like to utilize (i.e. Oregon Employment Department, local newspaper, etc.)

How long do you want your position to be posted? _____

Sample/Special language to include in advertisement (or attach):

	<i>Signature</i>	<i>Date</i>
HR—Job Posting Complete		

Interview Information

No need for interview, this is only a change to existing position

Interviews projected to be on: _____

Interview committee will be: _____

- There are current interview questions for this position
- The current interview questions are not accurate, and I have provided updated information
- This is a new position, interview questions need to be created
- This is a bilingual position, will require a bilingual interviewer

	<i>Signature</i>	<i>Date</i>
HR--Interviews Scheduled		

Reference Checks

- No need for reference checks, this is only a change to existing position.**
- Request for reference checks to be done prior to interviews

	<i>Signature</i>	<i>Date</i>
HR--Reference Checks Complete		

Request Approval

Recruiting, job posting, or changes to existing positions do not begin until all signatures are complete.

	<i>Signature</i>	<i>Date</i>
Department Director		
Executive Director		
Fiscal Director-- <i>budget impact has been reviewed/adjustments made</i>		
Human Resources		

Request Completion

	<i>Signature</i>	<i>Date</i>
Human Resources-- <i>Hiring Process or Changes to Existing Position Complete (letter of hire or payroll change form sent to all parties involved)</i>		