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** | | | | | | | | | | | | |
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