

Hiring Request Form



IMPORTANT: NO JOB OFFERS MAY BE MADE PRIOR TO COUNCIL APPROVAL.

Any job offer extended before Council approval is not valid and may result in disciplinary action.

SECTION 1: Hiring Request Initiation

Department: _____

Position Title: _____

Position Type: ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Other: _____

Is this a budgeted position? ☐ Yes ☐ No

Budget Reference/Line Item #: _____

Reason for Filling Position:

☐ New position

☐ Replacement (Previous employee name/last day: _____)

☐ Increased workload

☐ Other: _____

Urgency of Hire:

☐ Critical – Essential services impacted

☐ Moderate – Staffing gap but manageable

☐ Low – No immediate operational impact

Requested By: _____

Title: _____

Date: _____

SECTION 2: Initial Approval Routing

City Secretary Review

☐ Reviewed

Signature: _____

Date: _____

Mayor Approval

☐ Approved to Proceed with Interviews

Signature: _____

Date: _____

Hiring Request Form

SECTION 3: Interview & Candidate Selection

Selected Candidate Information

Full Name: _____

Proposed Start Date: _____

Proposed Salary/Rate: _____

Position Type (Confirmed): _____

SECTION 4: Final Routing for Council Agenda

City Secretary

☐ Added to Next Council Agenda (Date: _____)

Signature: _____

Date: _____

Mayor Final Routing

☐ Approved for Council Review

Signature: _____

Date: _____

SECTION 5: Council Approval & Job Offer

Council Meeting Date: _____

Council Decision: ☐ Approved ☐ Not Approved

Notes/Conditions (if any):

Mayor Final Approval to Extend Offer

☐ Authorized to Extend Job Offer

Signature: _____

Date: _____