Job Order

Department _____ Position Title _____

Position Grade _____ Position Vacated By _____

Position Type _____ Permanent _____ Seasonal _____Temporary (End Date _____)
_____ Full Time _____ Ltd Term (End Date _____) ____Other _____
_____ Part Time (No of hrs/wk _____) Work Schedule _____

Special Skills Required _____

_____

Testing Requested _____

_____

Type of Recruitment Requested

_____In-House Posting _____Outside Recruitment _____Both (In-House and Outside)

Advertising Preferences Local Sawyer County Record _____
Sawyer County Gazette _____
Sawyer County Website _____

Extended _____
(Please list names of Newspapers, Websites, Organizations
i.e. WI Counties Assoc, Indeed, Eau Claire Leader, etc.)

Professional Organizations to advertise at _____
(Please list web site or Contact Name)

Requested Application Deadline _____ **Proposed Interview Date (s)** _____

_____ _____
Department Head Date County Administrator Date

HR USE ONLY Job Order Number _____

In –House Recruitment: ____Approved to be posted (Date Posted _____) Do Not Post ___

Outside Recruitment: Ad Placed per above _____ Other _____
Written Test Date _____ Other Test Date _____

Who was hired: _____ In-house or Outside Candidate
(circle one)

____Physical not required Physical Scheduled _____ Chemical Screen Scheduled _____

Offer Letter Sent _____ Position filled letter sent to other applicants _____