



Recruitment Request Form

Position Information:					
Department:		Manager:			
Position Title:		Grade:		Steps:	
☐ Full-time ☐ Part-time ☐ Temporary		Pay rate:			
☐ New position ☐ Existing position		☐ Exempt ☐ Nonexempt			
Former Incumbent:					
Advertising Information:					
Post vacancy to:	☐ County employees ☐ General public				
Posting timeframe:	☐ 1 week ☐ 2 weeks ☐ Other (specify):				
Include advertisements in:	☐ Dinwiddie Monitor ☐ Richmond Times Dispatch ☐ Progress Index ☐ Other (specify):				
Approvals:					
_____			_____		
Hiring Supervisor/Manager			Date		
_____			_____		
Division Chief			Date		