



Superior Court in Pinal County REQUEST FOR PERSONNEL (RFP)

(Must be received in Human Resources prior to recruitment opening)

Do Not Type In Shaded Areas

DATE OF REQUEST:			
DATE VACATED:		VACATED BY WHOM:	
DEPARTMENT:		VACANT POSITION TITLE:	
FULL TIME / PART TIME	JOB CODE / GRADE	POSITION #	FUND / COST CENTER

RECRUITMENT TYPE:		# OF WEEKS OPEN:	
DIVISION MANAGER:		SIGNATURE:	
HIRING SUPERVISOR:		SIGNATURE:	

ACCOUNT # FOR RECRUITMENT COSTS <i>(IF DIFFERENT FROM ABOVE)</i>	
INCLUDES ADS, BACKGROUND/REFERENCE CHECKS, TRAVEL REIMBURSEMENT, ETC.	
(Recruitment will not open without an account number)	FUND – COST CENTER

ADVERTISING SOURCES	
<input type="checkbox"/> Website only (included/no charge) <input type="checkbox"/> Jobing.com (included/no charge) <input type="checkbox"/> CareerBuilder.com (fee) <input type="checkbox"/> Twitter <input type="checkbox"/> AZ Bar Association (\$450 p/mo)	<input type="checkbox"/> Colleges Specify: <input type="checkbox"/> Linked In (fee) <input type="checkbox"/> League of AZ Cities/Towns Website (\$50 p/mo fee) <input type="checkbox"/> Other (List below)

DEPARTMENT HEAD NAME:			
DEPARTMENT HEAD SIGNATURE:		DATE:	

HUMAN RESOURCES	Recruiter:		New Hire Info	
	Date Received:		<i>(Hiring Mgr to Complete & send to Dept. budget rep)</i>	
	Date Opened:		Start Date:	
	Date Closed:		Name:	
			Salary:	