



# Recruitment Request Form

**Job Title:**

**Desired Posting Date:**

## **Pre-Posting Services**

I do not require any pre-posting services. Please post with existing job description and supplemental questions.

Please send the job description to me for review prior to posting.

Please send the supplemental questions from the last posting of this position to me for review prior to posting.

Please help me develop job related supplemental questions.

Please send the interview questions from the last interviews completed to me for review.

Please help me develop structured interview questions.

Please help me develop an applicant review scoring matrix.

Please have someone from HR contact me to discuss job posting options/services.

## **Job-Posting Services**

Would you like to advertise this position outside of the Okaloosa County BCC website? (Costs will be covered by the department)

Yes

No

Please list the organizations/websites where you would like for the position to be posted:

## **Background Services**

I would like HR to contact the candidates references on the department's behalf.

We will contact the candidates references.

\*Employment verifications will be completed by HR

**\*Important\***- This form must be returned before the position can be posted. Any requests must be received by Noon on Monday to make the postings for that week. (Note: changes to the job description may delay the posting process)

Department Representative: