

Jefferson County Government

Monitoring: Review: Annually	Descriptor Term: Hiring of New Personnel	Descriptor Code: 1.200	Issued Date: 01/31/08

1
2 The hiring process of any employee (a new position or a replacement of existing employee) shall be
3 approved prior to offering a position to the employee. New positions must be approved by the personnel
4 committee prior to the position being placed in the budget and forwarded to the budget committee. Once
5 the position is approved by the budget committee then the "Personnel Requisition Form" shall be the
6 instrument used to request the hiring of an employee.

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8 All relevant information must be included in the Personnel Requisition Form and then forwarded to the
9 requestor's supervisor for approval. This form must also be approved by the finance director. Once
10 approved the requestor will be notified and the employee may be offered employment.

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12 The finance department will use the information provided on the Personnel Requisition Form to ensure
13 funds are available to fund this position and to assist with set-up of the new employee in our accounting
14 system.

15
16 This form can be found on the Jefferson County website.
17 <http://www.jeffersoncountyttn.gov/>

18

Please complete this form for approval of the following actions: (Check the appropriate box.)

- | | | |
|--------------------------------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Recommendation for new employee | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Recommendation for interim employee | <input type="checkbox"/> In Budget | |
| <input type="checkbox"/> Change in assignment | <input type="checkbox"/> Not Budgeted | |
| <input type="checkbox"/> Not recommended for rehire. | | |
| <input type="checkbox"/> Experience Verified | | |
| <input type="checkbox"/> References Checked | | |

Employee Name: _____
Department Name & Number _____
Position to be Filled: _____
New Position: Yes or No If No, Replacing: _____
Effective Date: _____
Previous position (if change in assignment): _____
Term of assignment (if interim): _____
Rate of Pay: _____
Comments on Pay Rate: _____

Hiring Department Manager Date _____

County Mayor (if applicable) Date _____

Finance Director Date _____

Send this document to the Finance Department