



Department of Human Resources
HIRING AUTHORIZATION FORM

This form must be submitted to the Department of Human Resources by the Hiring Authorities. Upon receipt of this form by HR, you will be contacted to build a recruitment framework. Refer to (2018). *City of Missoula Human Resource Policy Manual*. (200.00—206.10)

Job Title:	Hourly rate (grade/step) Or hourly/salary range	
Working Title if applicable		# Of Positions to fill:
<input type="checkbox"/> New position • classification review required • <input type="checkbox"/> Vacant Position ⇨ Attach up-to-date job description		
Former/Departing Employee(s):		
<input type="checkbox"/> Non-Union <input type="checkbox"/> Union ⇨ Specify: _____		
Recruitment type:	<input type="checkbox"/> External <input type="checkbox"/> City-wide <input type="checkbox"/> Intra-Department Only	
Date sent to HR:	Department:	
Department Contact:	Phone Number:	
Distribution Code(s):		
Duration of Posting ⇨ 5 days Minimum:		

Employee Status (select one)

Regular Status
 Temporary Status
 Seasonal Status
 Short Term Worker (90 days or less)

Assigned work shift:

Is Driving required:
 A Motor Vehicle Report (MVR) is required on all positions where driving is an essential function

Yes No
 Is a CDL required: (drug test required)
 Yes No

Pre-Employment Screening if applicable: Fingerprint Confidential Criminal Justice Information

Screening Documents:
 Application
 Resume
 Cover Letter

Other:

X

Department Manager/Hiring Manager

X

Human Resource Business Partner



VACANCY NOTICE REQUEST

A vacancy notice will be created, using the following information.

A vacancy notice should not be as detailed as a job description and should not list every required task. The goal of the vacancy notice is to attract a diverse group of qualified candidates for the position. A vacancy notice that is too long and detailed will result in potential applicants losing focus, and oftentimes, interest in the position. In addition, a vacancy notice that is too detailed may discourage historically underrepresented individuals/groups from applying.

Identify no more than 5 core duties/responsibilities, pulled from job description.

List 2-3 unique aspects of the working environment an employee in this position will encounter.

For example: High volume of difficult public interaction, constant deadlines with concurrent priorities, fieldwork in potentially unsafe conditions, etc.

List special certifications/licenses *required* at time of hire.

List certifications/licenses required within a specified period after employment.

Identify any other unique aspects of this position within your department/work unit.

Identify professional associations or other specialized sources for posting this position.

All costs associated with advertising are paid by the hiring department.

Supplemental Questions (Limit 1-2) <i>Qualitative & Quantitative questions added onto the Application; based on minimum qualifications</i>	<i>Are you X certified?</i>
	<i>How many months/ years of experience do you have with X & Y?, Describe or explain your experience?</i>
	<i>This role requires you to have X upon hire. Are you willing and able to fulfill?</i>
	<i>Explain your experience with X. Include examples of your work in this area.</i>

Return to the Department of Human Resources *(Attach additional sheets as needed).*

Attention Hiring Manager: It is in your best interest to begin preparing interview questions and identifying panel members early in the recruitment process. These details must be submitted to Human Resources before starting the applicant screening process.

HR OFFICE USE ONLY