



**CITY OF CLEVELAND, MISSISSIPPI
REQUEST TO FILL VACANT POSITION**

Title of position to be filled: _____

New position Vacant position Modified position

Name of incumbent previously in position: _____

Name and title of supervisor: _____

Typical work schedule: _____

Proposed Pay Rate: _____

GL account no. to be paid from: _____

JOB POSTING

All vacant positions will be advertised internally for 10 calendar days to allow existing city employees the opportunity for transfer or advancement provided they are qualified for the vacant position. If a successful candidate is not found internally, the vacant position will be advertised externally for an additional 10 calendar days.

APPLICATIONS

Candidates can pick up applications from HR, the department advertising the position, or on the city website. All completed applications shall be submitted to the department advertising the vacant position until the date of closing. The Department Head shall then review the applications and schedule interviews to include at least two employees from that department and the HR Director. After the interviews and after final review of the applications, the Department Head shall return all applications to HR including an Employee Action Recommendation for the proposed new hire.

JOB DESCRIPTION

An updated job description for the vacant position shall be submitted with this form to HR to begin the advertisement process. If a job description is not available, contact HR for a format to create a new description.

Request Submitted by:

Print Name

Date

Signature

Title

HR Signature

Date