



## WINNEBAGO COUNTY HUMAN RESOURCES

404 Elm Street  
Room 220  
Rockford, IL 61101

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### POSITION REQUISITION FORM

Requisition Date: \_\_\_\_\_ Requisition Number \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Projected Pay Grade/Range: \_\_\_\_\_

Position Schedule Hours: \_\_\_\_\_

Supervisor & Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Position Title Vacated by: \_\_\_\_\_

Date Position Vacated: \_\_\_\_\_

Position Status:      Fulltime               Part time   
                                 Exempt/Salaried       Exempt + OT/Salaried       Non Exempt/Hourly

Budget Status:      Existing Position Budgeted       In Budget New Position   
                                 Non Budgeted (Amendment Required)

\_\_\_\_\_  
Chief Financial Officer Signature

\_\_\_\_\_  
Elected Official Signature  
*Required for positions projected to be out of budget  
As indicated by CFO*  
\_\_\_\_\_  
CFO Initials

Position Justification (Please provide a brief description of the need to fill the position):

Hiring Manager/Supervisor Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Department Head/Elected Official Signature:

\_\_\_\_\_ Date \_\_\_\_\_

County Administrator Signature:

\_\_\_\_\_ Date \_\_\_\_\_

- Attached:
- Written Resignation
  - Current Job Description
  - Physical Essential Functions Form

FOR HR USE ONLY

Position Filled By: \_\_\_\_\_

Date Filled: \_\_\_\_\_

Start Date: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Recruitment Source(s): \_\_\_\_\_

HR Director Signature:

\_\_\_\_\_ Date \_\_\_\_\_

# Employment Process

## Position Requisition Form Procedures:

Should be completed before proceeding with posting of position, and must be completed prior to any offer of employment.

- Step One: Contact the Human Resources Department to be assigned a Requisition Number (Numbers are valid for one month from issuance)
- Step Two: Complete the Position Requisition Form (Include the requisition number in designated area)
- Step Three: Obtain appropriate signatures. NOTE on page one of the form: The CFO must sign off on all Position Requisition Forms prior to other signatures being obtained. If the CFO has concern that the position will not be supported in the current budget, the form will be initialed accordingly and the Elected Official must sign off and provide budget authentication prior to the CFO providing signature.
- Step Four: Completed Requisition Form is sent to Human Resources

**If the Human Resources Department assists you with employment processes, move to Step Five. If your Department conducts your own employment processes, move to Step Ten.**

- Step Five: Request Human Resources post the position (i.e. Internal and/or Externally, Website, Social Media, etc.) Position will be posted for six (6) business days
- Step Six: Request Human Resources coordinate the interview process
- Step Seven: Request Human Resources extend an employment offer
- Step Eight: Request Human Resources coordinate the pre-employment exam & drug screen
- Step Nine: Request Human Resources process applicable background check(s)
- Step Ten: Request Human Resources place the new hire in Orientation
  - Orientations are conducted weekly on Tuesday, from 10:30 a.m. till noon
  - Human Resources must be notified no later than 5:00 p.m. on the Friday preceding the new hires start date
  - \*\*\*Note: New Hire paperwork must be received in Human Resources, prior to but no later than at the time of placing the new hire on the orientation schedule
  - New Hires must bring Driver's License/Picture ID, Social Security Card, and a voided check to Orientation

\*\*\*All New Hire paperwork must include:

- ✓ Completed and Signed (all applicable required signatures) Requisition Form
- ✓ New Hire Personnel Change Form
- ✓ Offer Letter
- ✓ Pre-employment Physical and Drug Screen Results
- ✓ Background Check Results
- ✓ ID Security Badge Authorization Form
- ✓ Parking Authorization Form