



Human Resources | LiveWell

## CITY OF SPRINGFIELD

Human Resources Department | Talent Acquisition

# Recruitment Request Form

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### Purpose:

The Budget Team reviews and approves all vacancies prior to posting. This form is used to:

- Explain the reason for the vacancy or staffing request
- Identify operational and organizational needs
- Confirm funding availability
- Document alternatives considered prior to recruitment

Submit this completed form with all required attachments to Human Resources Talent Acquisition.

### Section 1: Recruitment Request Type

Select the option that best describes the reason for this recruitment request.

If this request involves the creation of a newly funded position (e.g., through the budget process, a grant, or a new revenue source), select “New Budgeted Position” and provide an explanation in Section 2 below.

**Refill an Existing Position:**

This request is to refill an existing budgeted position with no significant changes to duties or scope of work.

Employee being replaced:

Reason for Vacancy:

Resignation

Retirement

Promotion

Transfer

Other: \_\_\_\_\_

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**Refill an Existing Vacancy with Different Position:**

This request is to refill an existing, budgeted vacancy by redirecting the funding to a different classification or position (e.g., department restructuring or reassignment of duties).

Employee being replaced:

Current position/classification currently budgeted:

Proposed position/classification:

Updated Job Description or PDQ Attached

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- New Budgeted Position:**  
This request is for a newly created position funded through the budget process, grant funding, or another approved revenue source.
- HR has reviewed the proposed classification
- Job Description or PDQ Attached
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- Other – Please Explain:**

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## Section 2: Business Justification

Provide a summary explaining the operational need for this recruitment request.

**If “Refill an Existing Position” was selected:**

- Confirm that the duties and responsibilities remain the same.
- Indicate if this is a routine refill due to separation, retirement, or promotion.

**If “Refill an Existing Vacancy in a Different Position” was selected:**

- Describe the reason for changing the classification or position type.
- Identify how the work will differ from the previous position.
- Confirm that sufficient budgeted funds are available in the same program or cost center.
- Attach the job description or PDQ for proposed position.

**If “New Budgeted Position” was selected:**

- Describe the purpose of the new position and how it supports departmental or organizational goals.
- Identify the approved funding source (e.g., budget process, grant, or new revenue).
- Attach the new job description or PDQ.


**Please Explain:**

### Section 3: Position Information

Indicate the position you are requesting to fill. Complete all fields, even if you are requesting to fill the position at the same classification and level.

<b>Field:</b>	<b>Information:</b>
Position Number:	
Working Title:	
Classification:	
Job Code:	
Grade:	
Department:	
Position Type:	
Duration if not regular:	
FLSA Status:	
FTE/Hrs per Week:	

### Section 4: Funding Information

<b>Field:</b>	<b>Information:</b>
Funding Source:	
Funding Account(s) and %:	Fund / Department / Program / Account <span style="float: right;">Percent %</span>

### Section 5: Requesting Department – **This form is due by 5pm Monday.**

_____	_____	_____
Hiring/Requesting Manager	Signature	Date
_____	_____	_____
Department Director	Signature	Date

**# Required Attachments**

- Updated Job Description or PDQ
- Organizational Chart
- Funding Documentation (if applicable)
- Grant Approval Documentation (if applicable)
- Additional Supporting Documentation