



**Granville County Human Resource Department
Request to Hire and Employment Status Change Form**

Completion of this form along with a reference check is required when recommending an employee for hire. Upon completion of both, please send forms to Human Resources (hand delivered or emailed to tammy.mcgee@granvillecounty.org). Human Resources will notify you of their approval and send an offer letter to the new hire. After receipt of the signed offer letter, Human Resources will begin the onboarding process. **(Note: Department heads should not quote salaries to candidates without HR approval).**

Candidate Name:		Email Address:	
Department:		Contact Phone #:	
Position:		Employee Replacing:	
Classification Status: (Check all that apply)	<input type="checkbox"/> New Hire	<input type="checkbox"/> Permanent	<input type="checkbox"/> Full-Time
	<input type="checkbox"/> Promotion	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-Time
	<input type="checkbox"/> Lateral Transfer	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Intern
	<input type="checkbox"/> Demotion	<input type="checkbox"/> Other - Explain _____	
Recommended Start Date			
<i>The recommended start date should be at the beginning of the pay cycle unless otherwise approved for another date.</i>			
Direct Report:			
<i>The direct report who will perform the performance review for this employee if different from Department Head.</i>			
If this is a new position, list any equipment IT will need to provide or any additional equipment requested:			

List names/email addresses of the candidates interviewed so that we can send a notice to those not selected. If additional space is needed, please add it to back of the form.

Name	Email Address	Name	Email Address

Reason for selection and/or other comments:

Department Head Signature _____ Date _____
Human Resource Director _____ Date _____

For HR Use Only

Approved Starting Salary: _____ **Position #** _____

Offer Letter Sent Received Pre-Screen (B/G, Drug) Complete Results Received IT Onboarding
 Orientation Letter Sent Onboarding Invitation

LEO/Detention/911 Only: FMRT Scheduled _____ Results Received Certified Not Certified



Granville County Human Resource Department
Employment Reference Form

Please check at least 3 references for the candidate (preferably one of those should be a previous or current employer).	
Candidate Name:	Position:
1. Current or Previous Employer:	
Name of Reference	
Working relationship with the candidate?	
How long did the applicant work for you and in what capacity?	
How would you evaluate the applicant's work ethic?	
How would you describe their personal qualities such as attendance, relationship with others, dependability, etc.?	
Would you employ, reemploy, or recommend this applicant for the position?	
Do you have any additional comments to help us in our decision regarding this applicant?	
2. Additional Reference	
Name of Reference	
In what capacity and how long have you known this applicant?	
How would you evaluate the applicant's work ethic?	
How would you describe their personal qualities such as relationship with others, dependability, appearance, etc.?	
Would you recommend this applicant for the position?	
Do you have any additional comments to help us in our decision regarding this applicant?	
3. Additional Reference	
Name of Reference	
In what capacity and how long have you known this applicant?	
How would you evaluate the applicant's work ethic?	
How would you describe their personal qualities such as relationship with others, dependability, appearance, etc.?	
Would you recommend this applicant for the position?	
Do you have any additional comments to help us in our decision regarding this applicant?	
Additional Comments:	
References checked by:	<u>Comments</u>
Date:	