

Public Utility Commission of Texas

Request to Fill Position

INSTRUCTIONS: This form is to be completed to fill a position and to begin the recruitment process.

Requesting Division: _____ Section: _____

Classified Title: _____ Class Code(s): _____

Job Title: _____ Salary Group(s): _____

Budgeted Salary: \$ _____ Requested Min Salary: \$ _____ Requested Max Salary: \$ _____
The budgeted salary is the incumbent's salary or approved amount for a new position; the min and max salary must be within the salary group(s)

New Position Existing Vacant Position Number Of Positions Requesting To Fill: _____

Name of Incumbent(s): _____ Position #(s): _____

Temporary Permanent Exempt Non-Exempt Full-Time Part-Time, # of Hrs: _____

Posting Type: External (must be posted for a min of 10 business days) Internal (must be posted for a min of 5 business days)

I am requesting the following documents to be submitted with the CAPPS Application:

Letter of Interest Resume College Transcripts (Should only ask for entry level positions or if looking for certain courses)

Comments:

Hiring Manager (if applicable)	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Division Director	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Human Resources Director	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Chief Operating Officer	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Deputy Executive Director (If Applicable)	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Executive Director (If Applicable)	Date

To Be Completed by Human Resources

Date Received: _____ Date Posted: _____

Comments:

HR Signature

Date