



Rowan County Human Resources

130 West Innes Street, Salisbury, NC 28144
Phone (704) 216-8100 FAX (704) 216-8110

Request to Post a Position

Name/Title of requestor:

Date submitted:

Position title to be posted:

Position number:

Position status:

Posting reason:

If replacement, who is being replaced:

If this is a resignation, have you forwarded a resignation notice to HR as required?

(not applicable to retirements):

Website posting placement:

Length of posting:

Date to close posting (if you chose "other" above):

Hiring manager or other person responsible for maintaining the requisition in the Munis
Applicant Tracking System (Hiring Central):

Names of other County employees who will need to have viewing privileges to the applications:

Do you want this position posted on Indeed.com? Yes No

Scan to Tammi Powell in HR