FOR HUMAN RESOURCES USE ONLY

REQUISITION NUMBER: _____

County of DuPage

CERTIFICATION OF EMPLOYMENT

JOB CODE #:_____ VACANT POSITION TITLE: _____ STATUS: Per Diem

SHIFT: _____ REASON FOR VACANCY:_____

DEPARTMENT #:_____ DEPARTMENT NAME:_____

I hereby certify that the above position is vacant, authorized, budgeted and may be posted by the Human Resources Department.

APPROVED BY:_____ DATE:_____

Department Head

APPROVED BY:_____ DATE:_____

Chief Human Resources Officer

CANDIDATES INTERVIEWED:

Name **Status**

_____

_____

_____

_____

_____

_____

_____

_____

Applied ☐ # Contacted ☐ # Interviewed ☐

INTERVIEWED BY:_____

SELECTED FOR APPOINTMENT: _____ RECOMMENDED SALARY: _____

APPROVED BY:_____ DATE:_____

Department Head

APPROVED BY:_____ DATE:_____

Chief Human Resources Officer

**When the Department Head and Chief Human Resources Officer are the same, the Chief Administrative Officer, or designee, shall sign for the Chief Human Resources Officer*

Recruiters Initials: ☐

Revised 1/25/22