



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF HUMAN RESOURCES
CENTRAL OFFICE HIRING APPROVAL FORM

Section A - To be completed by Department Head requesting the position

Form with fields: Department/Location, Date, Department Head, Reason for Vacancy, Position Requested, Employee Being Replaced/EID, Effective Date, Funding Source, Class Code, PCN.

Section B - Justification/Rationale to be completed by Department Head requesting the position

Large empty rectangular box for justification/rationale.

Section C - To be completed by Compensation Department

Form with fields: Salary Range, Grade/Schedule, Days Per Year, Compensation Staff, Date.

Section D - To be completed by Deputy/Chief

Form with fields: Approval checkboxes, Deputy/Chief Signature, Date.

Section E - To be completed by the Deputy Superintendent Chief of Staff

Form with fields: Approval checkboxes, Deputy Superintendent Chief of Staff Signature, Date.

Section F - To be completed by the Superintendent

Form with fields: Approval checkboxes, Superintendent Signature, Date.

Return to: Alisha Albritten, CHRO
C: Deputy/Chief
Position Control