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| --- | --- | --- | --- |
| Division | | Choose one division | |
| Supervisor/Hiring Manager | | Supervisor of PCN | |
| Hiring Coordinator/Assistant(s) | | Admin Staff Submitting Documents | |
| PCN(s) and Job Class Title | | 09-XXXX / i.e. Admin Assistant 2 | |
| Requested Length of Recruitment (days) | | Posting Length | |
| Requisition Number | | Req Number | |
| Location: Choose an item.  Flexibly Staffed: Choose an item. | | Type of Recruitment: Choose an item. Scope of Recruitment: Choose an item. | |
|  | | | |
| Have you reviewed the PD for this position? Choose an item.  Is Position Description current in OPD? Choose an item. (please note section 3.8 of PD)  Have you attached these or completed the action(s) to your requisition in NeoGov? | | | |
| Choose an item. | Request to Fill Memo (signed by Admin Services Director) | |
| Choose an item. | Job Posting Worksheet with Supplemental Questions | | |
| Choose an item. | Pre-Interview Criteria | | |
| Choose an item. | HR Request to Post Form (this form) | | |
| Choose an item. | Recruitment is saved and released in NeoGov | | |
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This recruitment and selection process is in accordance with any applicable departmental policies and procedures. This recruitment is also in accordance with the Department of Administration, DOPLR recruitment guidelines, policies, procedures, collective bargaining unit contract(s) and State and Federal employment laws. I also understand that if I deliberately provide false information during this process, I may be liable and lose my rights as a hiring manager. I certify that the above information is true and complete.

Supervisor/Hiring Manager signature and date: Sign/E-Sign Date