



Department of Shared Administrative Services  
Office of Personnel Management  
**Hiring Selection**

**Requisition/Position Details:**

Department: Division: Business Area:  
Job Title: Position #: Requisition #:  
City/Office Location: Class Code: Pay Grade:

**Hiring Selection Details:**

Hiring Manager: Hire Selection Name:  
Requested Salary: Regular/Temporary: FTE: Addtl Time ID:  
Anticipated Start Date: Work Schedule: Time Mgmt Status:  
Working Week: Work Contract: Action Type:

**If requested salary is above entry rate, OPM Special Rate of Pay Request must be completed.**

**To be completed if Internal Transfer:**

Personnel #: Current Salary: Current Grade:

**If you would like to request any additional information to be included during offer process, please list below:**

**HR Contact Info:**

**Name: Email: Phone:**