



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: