



Department of Shared Administrative Services
Office of Personnel Management
Recruitment Intake

Requisition Details

Department: Division: Business Area:

Job Title: Position #: City/Location:

Hiring Manager: New Position: Backfill:

Additional hiring team member(s):

Advertisement Details

Posting Duration (5 day min): Internal/External: Target Hire Date:

Please provide any additional advertisement requests (includes any additional job posting boards)

Job Details

Work Schedule: Supervisory: Sponsorship Available:

Please provide additional job duties and/or day-in-the-life details:

Please provide preferred qualifications, specific skills and/or professional background details:

If not included during requisition creation, please provide screening questions to be added:

HR Contact Info:

Name:

Email:

Phone: