



Department of Shared Administrative Services  
Office of Personnel Management  
**Recruitment Intake**

**Requisition Details**

Department: \_\_\_\_\_ Division: \_\_\_\_\_ Business Area: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Position #: \_\_\_\_\_ Requisition #: \_\_\_\_\_  
Hiring Manager: \_\_\_\_\_ New Position: \_\_\_\_\_ Backfill: \_\_\_\_\_  
Additional hiring team member(s): \_\_\_\_\_  
Funding: \_\_\_\_\_ City/Location: \_\_\_\_\_

**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:**

Department Secretary/Agency Director

Date