***Please complete the information requested on this form and attach to the NeoGov requisition.***

# Department/Division:

Position Title:

Position G/L:

Hiring Manager:

Job Status (Full Time, ¾ Part Time, ½ Part Time, Seasonal):

Schedule Detail (Days, Evenings, Weekends, On-Call, etc.):

Remote/Flexible Work Options? No Yes If yes, average days/week remote work:

Is this an internal only recruitment? No Yes

How long do you want the job posting to be open?

10 business days 2 weeks 3 weeks Other:

## Advertising

Which method(s) of advertising would you like to utilize? - *governmentjobs.com, Indeed, The Daily Sentinel, and City-wide email announcements are automatically applied.*

# Workforce Center Website Handshake (CMU/WCCC)

|  |
| --- |
|  |
|  |
|  |

Sponsored Social Media (LinkedIn, Twitter, Facebook) – *HR will discuss the fee with you*

# List Social Media Platform(s):

Specialized Websites or Other (professional associations, non-profit, etc.) – please list site and login info if you have a membership:

Position Description (To be included in the job advertisement):

Department Description (To be included in job advertisement):

## Supplemental Questions for Application (if desired)

Question 1:

Question 2:

Question 3:

Question 4:

## Application Review

Minimum Qualification review by:

Subject Matter Expert (SME) review: List all SME reviewers:

Hiring Manager

Pass/Fail

HR

Scored

Additional/Other:

Passing Score: % Max Raw Score:

**Evaluation Steps** (Exercise/Phone Interview/In-Person Interview, etc.)

Step 1:

Step 2:

Step 3:

Step 4:

\*If you would like to include additional steps, please reach out to HR to discuss the evaluation of candidates.

**Interview panel members:**

Will you have a different panel for different Steps? If yes, please list step and panel members below.

Please list your preferred interview dates that work for you and the panel members below.