

## Job Posting and Candidate Assessment Form

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***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,  $\frac{3}{4}$  Part Time,  $\frac{1}{2}$  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):

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### Supplemental Questions for Application (if desired)

Question 1:

Question 2:

Question 3:

Question 4:

### Application Review

Minimum Qualification review by:  Hiring Manager  HR Additional/Other:

Subject Matter Expert (SME) review:  Pass/Fail  Scored Passing Score: % Max Raw Score:

List all SME reviewers:

### 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.