

**STAFFING & RECRUITMENT
PERSONNEL REQUISITION PD505**

Check One: **PROMOTIONAL**

EXTERNAL

| | | | | | | | |
|--|------------|-------------------------------------|---------------------|--|--------------------|------------------|-------------------|
| 1. AGENCY/ DIVISION: | | 2. SECTION (PROCESS LEVEL) | | 3. AGY CODE: | 4. JOB CODE: | 5. REQUEST DATE: | |
| 6. OFFICIAL CLASSIFICATION TITLE: | | | | 7. GRADE: | 8. SALARY RANGE: | | 9. # OF OPENINGS: |
| 10. POSITION NUMBER(S): | | | | 11. UNDERFILL | 12. POSITION TYPE: | 13. DIRECT HIRE: | |
| 14. EMPLOYMENT TYPE: | 15. STATUS | 16. POSTING TIME: | | 17. BUDGETED: | | | |
| 18. ADDITIONAL ADVERTISING: | | 19. CRIMINAL HISTORY INVESTIGATION: | | 20. TRAVEL: | | | |
| 21. HIRING SUPERVISOR'S NAME: E-MAIL ADDRESS: MAILING ADDRESS: PHONE: | | | | 22. PERSONNEL LIASION/COORD.: E-MAIL ADDRESS: MAILING ADDRESS: PHONE: | | | |
| 23. WORK SITE ADDRESS: | | | 24. WORK SITE CITY: | 25. SHIFT: | 26. WORK WEEK: | 27. PHYSICAL: | |
| 28. SHORT JOB DESCRIPTION AND KSA'S: KNOWLEDGE: SKILLS: ABILITIES: (Please use additional page if more space is needed) | | | | | | | |
| 29. AUTHORIZING OFFICIAL'S NAME/ TITLE/ PHONE: (Copy with Authorized Signature on file with Personnel Liaison/Coordinator <input type="checkbox"/>) | | | | | | | |
| DO NOT WRITE BELOW THIS LINE | | | | | | | |
| DATE RCVD IN S&R: | | DATE TO RECRUITER | DATE POSTED: | REQ. NUMBER | | DATE FILLED: | AD COSTS: |
| ACTIONS TAKEN | | | | | | | |
| RECRUITER | DATE | ACTION | | | | | |
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Additional space for job description or KSA information: