DIVISION OF ADMINISTRATION

REQUEST TO RECRUIT FOR VACANT POSITION

DA 5180: 09/09/08

Request No.:	Section:	Unit:	Date Prepared

Mailing Address	Address Where Vacancy is Located (No., Street, City):

Title of Vacant Position and/or Career Progression Titles:	Position Number:

Date Position Became or Will Become Vacant?	Former Incumbent:

YES [☐] NO [☐] Is the position description (SF3) for this position accurate? Last Updated: _____

YES [☐] NO [☐] Have the duties of this position been evaluated for the Essential Function?

YES [☐] NO [☐] Has an evaluation been conducted to assure the FLSA status of Exempt / Non-Exempt is correct?

ALL VACANCIES MUST BE ANNOUNCED, PLEASE SELECT ONE OR MORE OPTIONS:

[☐] PROBATIONAL APPLICANTS (Open to Anyone)

[☐] PROMOTIONAL – STATEWIDE EMPLOYEES (Open to all Permanent State Employees)

[☐] PROMOTIONAL – DIV. OF ADMIN. EMPLOYEES (DOA Announcement Period)
☐ 1 week ☐ 2 weeks

[☐] OTHER (Temporary: Job Appointment OR Restricted

JOB SEARCH Statement of Responsibilities: This position is responsible for

JOB SEARCH Statement of Preference: Preference will be given to applicants with experience

LIST SPECIAL REQUIREMENTS: (Anything listed will restrict applicant pool, i.e. typing 40 wpm.)

[☐] Work Schedule: [☐] DRIVING [☐] TRAVEL

[☐] SER Pay | Rate: $ | [☐] Typing: | WPM | [☐] OTHER:

[☐] Overtime (as deemed necessary)

HR Liaison:	Phone #:	Interview Supervisor:	Phone #:

ADDITIONAL REMARKS:

Section Head:	Date:
Appointing Authority:	Date:

Official EA Unit Use:

Org. ID:	Personnel Area:	Job Code:	Series/Card # /	Register Title:

Pay Level: ___ S:	SER $	Dept. Preferred	☐ COMP ☐ NON-COMP	Region: ☐ 8-EBR ☐ Other: _____	Cert. Score

EEO Code	Requisition #:	Announcement #:	Announcement Dates: