

This form is required for all RPAs necessitating advertising.

RPA NUMBER(S):		PROGRAM NAME:	
MAIN POSITION NUMBER:		WORK SCHEDULE:	
SECONDARY CLASS CODE:		SHIFT:	
WORKING TITLE:		TENURE:	TIMEBASE:
NUMBER OF POSITIONS:		LENGTH OF ADVERTISEMENT:	
MEDICAL REQUIRED:	Yes No	CONTACT LETTERS:	Yes No
BACKGROUND REQUIRED:	Yes No	RECRUITMENT SERVICES REQUESTED:	Yes No
RE-AD RECYCLE JC:	Yes No	RECRUITMENT ANALYST:	

REPORTING LOCATION

ADDRESS FOR APPLICATIONS

HIRING UNIT CONTACT (REQUIRED FOR CALCAREERS)

Full Name	Work Phone Number	Work Email Address
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HIRING MANAGER (REQUIRED FOR ECOS ACCESS)

Full Name	Work Phone Number	Work Email Address
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EMPLOYEE RESOURCE LIAISON (REQUIRED FOR CERT UNIT QUESTIONS)

Full Name	Work Phone Number	Work Email Address
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SPECIAL LANGUAGE INSTRUCTIONS (Indicate if the advertisement will require any special language.)

2nd Class	COI	LT	OOC	TAU
P&B12	P&B13	P&B15	SA/I	T&D

OTHER SPECIAL INSTRUCTIONS

THIS PAGE IS FOR OHR STAFF ONLY
It is automatically generated, please do not alter/edit.

2nd Classification

Conflict of Interest

Limited Term

Out of Class

Student/Intern

Post & Bid BU 12

Post & Bid BU 13

Post & Bid BU 15

Training & Development

Temporary Authorization Utilization