JOB ANNOUNCEMENT REQUEST FORM

Facility/Unit: ________________________________

Date submitted to Central HR: __________________

PIN: __________________
Date E-92 approved externally _______________ or
Date approved internally _______________  □ Pending Cabinet Secretary approval

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If pending Cabinet Secretary’s approval no offer can be made until the E-92 has been approved and signed by the Cabinet Secretary.

Physical Location of position: ________________________________

Announce:

□ Announce (ODOC Employees only)
□ Internal (All State Employees)
□ External (public)

Closing date:

□ 5 working days (minimum of 5 working days)
□ Other ________________________________

Special Requirements:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

(06/22)