

## 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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PIN: \_\_\_\_\_

Date E-92 approved externally \_\_\_\_\_ **or**

Date approved internally \_\_\_\_\_  Pending Cabinet Secretary approval

***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:*

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