**Shared Services - New SOS Requisition Questionnaire**

1. What classification would you like to hire? (Example: Personnel Assistant, IT Applications Developer, Office Technician, etc.):
2. Who will be the Hiring Manager? (Person(s) will receive updates via NEOGOV):
3. Do you have a candidate in mind for this position, would you like to have the SOS Program refer eligible temporary candidates from their pool, or would you like to post this position online to gather applications from interested candidates?
4. If you have a specific candidate in mind, what is their name?
5. If you would like to post the position online, how many days would you like the job posted (minimum 6 days)?
6. Work Address & Building Name:
7. Will this position be full-time or part-time?
8. Work Schedule:
9. Duration of assignment (maximum 2080 hours or 1 year of full-time employment):
10. Name and phone number of Supervisor:
11. Does the position require driving?

If yes-

* 1. How much travel would be required?
  2. Overnight stays?

1. Will initial training be conducted offsite? 
   1. If Yes- provide address & approx training length. If for an extended period of time or not at the work location we will put this in the posting:

Additional Comments and Instructions:

**Before an HR team member can submit the requisition, they will need the following:**

A brief job description:

A list of job duties:

A list of PREFERRED qualifications. (These are different from the minimum requirements. Anything additional that you prefer the candidates have):

***Please work with your HR team member if you need any clarification or assistance on these items. Thank you!***