

## HR Shared Services - New Requisition Questionnaire

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| 1. What Working Title would you like to use?  |
| 2. Who is the supervisor for this position? This person will receive the Workday notifications.<br>(The hiring manager is automatically assigned based on the supervisor of the position in Workday.) |
| 3. Is the position <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time?   |
| 4. Do you want the job posted: <input type="checkbox"/> Internal State <input type="checkbox"/> Internal Agency <input type="checkbox"/> External?  |
| 5. Is the position <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt? <input type="checkbox"/> Unsure   |
| 6. Is this position <u>entirely</u> Federally funded? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 7. How many days would you like the job posted (minimum 7 days)?  |
| 8. Work Address & Building Name:  |
| 9. Work Schedule:   |
| 10. Are there additional leaders you would like the applications shared with?   |
| 11. Do the duties require driving? <input type="checkbox"/> YES <input type="checkbox"/> NO   |
| 12. Is travel required? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| a. How much travel will be required?  |
| b. Overnight stays? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 13. Will initial training be conducted offsite? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| a. If Yes- provide address & approximate training length. (Extended period or different location will be included on the job posting).  |
| 14. Who will be on the interview panel?   |
| 15. Do you want a member of HR in the interviews? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 16. How much time do you want reserved for each interview? (typically 1 hour)   |
| 17. What is your interview method preference? <input type="checkbox"/> In Person <input type="checkbox"/> Virtual <input type="checkbox"/> No Preference  |



**17. Location & Address of interview (if in-person):**

**18. Brief Job Description: This is a summary of the position, specific to your agency.**  
**\*\*\* NOTE: The Job Specifications are not agency specific.\*\*\***

**19. List of Job Duties:**

**20. A list of any knowledge, skills, and abilities needed to do this job.**

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

**Additional Comments and Instructions:**

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

- A copy of the interview questions.
  - Approval to fill the position
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