

HR Shared Services - New Requisition Questionnaire

1. What Working Title would you like to use?
2. Who is the Hiring Manager (Person(s) will receive updates via NEOGOV)?
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 6 days)?
8. Work Address & Building Name:
9. Work Schedule:
10. Name and phone number of Supervisor:
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?
a. Do you want a member of HR in the interviews? <input type="checkbox"/> YES <input type="checkbox"/> NO **If this is a people leader position, a member of HR will be on the interview panel
15. How much time do you want reserved for each interview? (typically 1 hour)
16. 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:

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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