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|  | * **Hiring Manager:** Complete, sign, and send to your agency Human Resources Liaison with any required documentation by your agency to recruit.
* **Human Resource Liaison:**Review, sign, and attach this form in NEOGOV when creating a requisition.
* Contact**OHRMRecruitment@co.pg.md.us**with any questions.
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| **Job Announcement Form** |
| **PART I. REQUISITION INFORMATION** |
| **REQUESTING AGENCY:**Choose an item. | **DEPARTMENT/DIVISION/UNIT:**Click or tap here to enter text. |
| **CLASS TITLE:**Enter Text | **WORKING TITLE:** This is the title that will be displayed on the Careers page.Click or tap here to enter text. |
| **POSITION NUMBER:**Enter Text | **POSITION GRADE:**1 | **JOB TYPE:**Choose an item. |
| **EXAM TYPE:** Open (default) | **CONTINIOUS ANNOUNCEMENT?****No** |
| **REMOTE EMPLOYMENT:**On-Site Only | **JOB LOCATION:** Enter Text  |
| **CERTIFICATION REQUIRED:** No | **\*IF YES, PLEASE LIST:**N/A |
| **POSITION WAS POSTED PREVIOUSLY:**Choose an item. | **\*IF YES. LIST REQUISITION NUMBER:**Enter Text  |
| **ADVERTISED MINIMUM & MAXIMUM SALARY:** This salary must align with the salary range listed in the [classification specs](https://www.governmentjobs.com/careers/pgc/classspecs).Enter Min Salary  **to** Enter Max Salary  | **PREFERRED START DATE OF POSTING:****9/8/2022** | **DESIRED LENGTH OF POSTING:**Enter desired time in days |
| **\*POST TO EXTERNAL JOB BOARD:**[ ]  **LinkedIn** [ ]  **Handshake (college board)** [ ]  **Indeed** |
| **PART II. NATURE OF WORK*****Describe the incumbent’s role in a summarized paragraph.*** |
| Click or tap here to enter text.  |
| **PART III. EXAMPLES OF WORK*****Create a bulleted list of duties located on the Position Description (Form 544).*** |
| Click or tap here to enter text. |
| **PART IV. MINIMUM QUALIFICATIONS*****Create a bulleted list of education and experience minimum qualifications using the*** [***classification specs***](https://www.governmentjobs.com/careers/pgc/classspecs)***.*** |
| Click or tap here to enter text. |
| **PART V. PREFERRED QUALIFICATIONS*****Create a bulleted list of preferred qualifications (i.e., experience above the minimum qualifications).*** |
| Click or tap here to enter text. |
| **PART VI. CONDITIONS OF EMPLOYMENT*****Please refer to the*** [***classification specs***](https://www.governmentjobs.com/careers/pgc/classspecs) ***for position specific conditions of employment.*** |
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| **PART VII. AGENCY APPROVALS** |
| **By typing your name into the signature field(s) below, you are authorizing OHRM to use the information in this form to create and post a job announcement for the position listed.** |
|  **Date:** 7/12/2022 **Hiring Manager Signature:** Click or tap here to enter text. **Date:** 7/12/2022 **Human Resources Personnel Signature:** Click or tap here to enter text. |
| **ADDITIONAL COMMENTS*****Should any additional comments be noted regarding the creation of the requisition******and posting of this job announcement, please list below.*** |
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