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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**](mailto:OHRMRecruitment@co.pg.md.us)with any questions. | | | |
| **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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