***Please distribute this alert to any users within your agency who use the NEOGOV, Applicant Tracking System on a regular basis.***

**Requisition Form – Changes to Civil Service Preference Type Field**

* Information regarding changes to the “CS Exam List-Preference Type” field on the requisition form.

Effective Monday, March 9, 2020, users will see additional selections in the “CS Exam List – Preference Type” field. The new selections pertain to hiring for Local Government entities and should not be utilized to fill vacancies for state employment.



**Questions?**
If you have any questions regarding the Requisition Form – Changes to Civil Service Preference Type Field, please submit an [HR/Pay Help Desk](https://oaiss.state.pa.us/HR-Pay_Help_Desk/Login.asp) ticket under the ‘HR Application Support’ category.