

## **Civil Service Posting Template**

This document is a resource for creating civil service job postings in the NEOGOV system. After completing the required fields, please complete Sections 1-3 as follows.

### **Section 1: The Position**

Posting Restrictions (if applicable)

Organization or Location Restrictions: This posting is restricted to...

Briefly summarize the job.

### **Section 2: Description of Work**

Provide a summary of duties.

### **Section 3: Required Experience, Training and Eligibility**

Minimum Experience and Training Requirements

You must meet the minimum experience and training required for the job:

Minimum Experience and Training Requirements: (copy from job specification)

Necessary Special Requirement: (if applicable)

Condition of Employment: (if applicable)

PA Residency

Pennsylvania residency is required/waived (choose one).

Recruitment Methods

Applicants must meet one of the following methods to be considered for this vacancy: *(select appropriate methods for job posting)*

- Civil Service List
- Civil Service Seniority Promotion
- Civil Service Seniority Unit Lateral
- Promotion Without Exam
- Reassignment
- Transfer
- Voluntary Demotion
- Reinstatement

### Civil Service Requirement

You must be eligible for selection in accordance with civil service rules.

### PWOE\*

Class Restrictions for Promotion without Examination Only

You must have or have held regular civil service status in one of the following classifications:

#### Logical Next Lower Class Language (optional)

*We will also consider applications from current Commonwealth employees in (pay scale group \_\_\_\_\_) for which there is a logical occupational, functional, or career developmental relationship to this position. All applicants must meet the minimum experience and training requirements.*

Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.

Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of (enter posting closing date).

### How to Apply

The following materials must be submitted with the online application by (enter posting closing date).

- Letter of Interest (optional)
- Resume (optional)
- Most recent Regular or Probationary Employee Performance Review (for PWOE or as required)
- Voluntary Demotion Letter (if appropriate)
- Job Bid Form (if accepting paper applications i.e. seniority promotion)

**Failure to comply with the above application requirements will eliminate you from consideration for this position.** Please use the contact information provided for additional information.

All applicants should apply through NeoGov (if applicable).

Paper applications can be submitted to the HR Office (if applicable).

**\*The Promotion Without Examination requirements are issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination.](#)**