

## **Internal Posting Template**

This document is a resource for creating internal job postings in the NEOGOV system. After completing the required fields, please complete Sections 1-3 using the information below to customize the statements for your posting.

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

Briefly summarize the job.

Multiple positions may be filled from this posting. *(if applicable)*

List work hours, schedule, and additional information (overtime, shift work, etc).

Must be willing to travel. Travel expenses will be paid. *(if applicable)*

Must be willing to \_\_\_\_\_. *(If applicable, list any working conditions not stated in the METs/spec.)*

Hiring preference for this vacancy will be given to candidates who live within \_\_\_\_\_ County. If no eligible candidates who live within \_\_\_\_\_ County apply for this position, candidates who reside in other counties may be considered. *(if applicable)*

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

Provide a summary of duties. Do not copy the job description.

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

Organization or Location Restrictions: This posting is restricted to \_\_\_\_\_. *(if applicable)*

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

This position also requires \_\_\_\_\_. *(If applicable and approved, insert selective criteria.)*

Necessary Special Requirement: *(if applicable)*

Condition of Employment: *(if applicable)*

Must meet the Pennsylvania residency requirement. OR The Pennsylvania residency requirement is currently waived.

This position *(is/is not)* subject to the promotion provisions of a collective bargaining agreement or memorandum of understanding.

Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education). Do not submit resumes, cover letters, and similar documents. These documents will not be reviewed for the purposes of determining your eligibility for the position.

## Recruitment Methods

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

Civil Service Seniority Promotion  
Civil Service Seniority Unit Lateral  
Promotion Without Exam

Reassignment *(Current civil service employees holding the same or similar job title. Only employees who currently hold the same job title or who currently hold a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reassignment.)*

Voluntary Demotion

Transfer

Reinstatement *(Current civil service employees are not eligible through reinstatement. Only former employees who held the same job title or a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reinstatement.)*

You must be eligible for selection in accordance with merit system employment regulations.

### Promotion Without Examination (PWOE) (if applicable)

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 (if applicable)

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.

Employees who previously held regular civil service status in the job title of the position being filled are also eligible for promotion without examination.

The promotion without examination requirements are issued in accordance with merit system employment regulations.

Meritorious service is 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 regular or probationary performance evaluation showing an overall rating of satisfactory or higher.

Seniority is defined as a minimum of \_\_\_\_ year(s) in the next lower class(es) by the posting closing date with no break in service.

The following materials must be submitted with your application by the posting closing date. Late applications and other materials will not be accepted. *(select applicable materials below)*

- Letter of Interest *(only applicable for non-civil service positions)*
- Resume *(only applicable for non-civil service positions)*
- Most recent regular or probationary Employee Performance Review *(This is required for all PWOE candidates, but agencies may require this of other candidates, too. Ensure that this bullet is altered to indicate if EPRs are required for ONLY PWOE candidates, or if EPRs are required for ALL candidates.)*

-If you do not have an EPR for your current position, you must provide a statement to this effect with your application. Please note that if you are selected for this position, this information will be confirmed with your supervisor.

-An electronic copy of your EPR can be obtained through ESS ([www.myworkplace.pa.gov](http://www.myworkplace.pa.gov)) in the "Personal" section by clicking on "Official Personnel File."

**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.

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer well in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.