

## **External, Non-Civil Service Vacancy-Based Postings – Example Language**

Complete the required posting fields related to the vacancy (i.e. the Department, work site address, contact information, opening/closing dates, etc.). Then, complete Sections 1-3 using catchy, jobseeker-centric verbiage to sell the job. When possible, use a working title that more clearly reflects that particular position, rather than the official Commonwealth job title. Provide a brief summary of the job, starting with the impact of the work, some brief selling points, and then go into more specific detail.

The main sections of the posting are detailed below, along with numerous examples demonstrating this new approach to drafting external, non-civil service vacancy-based job postings.

### **Use an easy to understand, working job title.**

#### **Examples:**

- Rather than Administrative Officer 5, use Director of \_\_\_\_\_.
- Rather than Revenue Research Analyst, use Research Analyst.

### **Section 1 – The Position**

#### **Begin with an attention-grabbing statement or question.**

#### **Examples:**

- In search of an Administrative Professional!
- The Pennsylvania Lottery is taking sales to the next level - come lead the team!
- The Office of Information Technology is looking for a creative Web Developer with a passion for innovation!
- If cleaning gives you a sense of accomplishment and you are willing to start in an entry-level job, the Department of Agriculture wants to talk to you!
- Come drive for the Department of Transportation and make a difference in Pennsylvania!

## Section 2 – Description of Work

**Provide a brief description of the job, explain why the job is rewarding and it's a great place to work, and include a tie to public service. Limit the description to 2-3 brief paragraphs.**

### **Examples:**

- As a Truck Driver for PennDOT, you will plow snow and work on construction sites, which are both vital to the safety of the public traveling Pennsylvania roads. You will also perform manual labor, minor repairs to equipment, and preventative maintenance for the trucks.

Working hard and serving Pennsylvania each day is a rewarding job. You will go home each day feeling fulfilled and productive.

- As a Lottery Sales Representative, you will provide product, guidance, and support to existing retailers while actively working with them to increase their sales. You will also use your sales skills to recruit new retailers, educate them on the benefits of joining our retailer network, and provide strategies that will help them succeed.

Best of all, you'll be working for one of the most respected brands in Pennsylvania and on behalf of a very important mission: to generate funding to benefit older Pennsylvanians. There is great satisfaction that comes from knowing that your work makes a significant and lasting difference in the lives of others.

- This job is for a positive and productive person who enjoys installing and repairing refrigeration and HVAC systems and using automation to check and adjust temperatures and other data online or on-site. You will respond to service calls, and must be knowledgeable in installing, carrying out maintenance, recognizing, and diagnosing faulty equipment on refrigeration and heating, ventilation, and air conditioning systems.

If you take pride in working hard to find solutions to system problems, this job is for you! You will leave work each day feeling fully satisfied knowing you worked hard to improve the work environment for your fellow Pennsylvanians. Apply today!

## Section 3 – Required Experience, Training, and Eligibility

**Provide the minimum experience and training requirements (METs), and any necessary special requirements and conditions of employment, if applicable. You may also list preferred experience; however, you must be clear that it is preferred and not required.**

### **Examples:**

- Must be at least 18 years of age.

One year of cleaning experience is **preferred**.

- Four years of experience in progressively responsible sales or marketing work, or any equivalent experience and training.

You must possess a valid Pennsylvania driver's license.

You must reside or be willing to move to Erie County prior to hire.

Four years of retail and/or consumer packaged goods sales experience is **preferred**.

## Section 4 – Examination Information

**This section will be used for civil service postings (i.e. to provide information regarding open test announcements), which will be drafted by OA staff. In the future, this section will be used to provide examination information for civil service vacancy-based postings.**

**Questions** regarding external, non-civil service vacancy-based postings may be directed to Shelly Forte at [micforte@pa.gov](mailto:micforte@pa.gov) or your Bureau of State Employment liaison.