

## Local Government NEOGOV Checklist

To assist in expediting the requisition process, utilize this checklist to ensure all the requirements have been met prior to submission.

	Complete
<b>COMPONENT #1: The Position</b>	
Identify vacant position number(s)	<input type="checkbox"/>
If centralized, CAR has been approved within the last 5 years	<input type="checkbox"/>
<b>COMPONENT #2: Requisition Fields</b>	
Department/Division	<input type="checkbox"/>
Job Spec	<input type="checkbox"/>
Hiring Manager(s)	<input type="checkbox"/>
Job Type	<input type="checkbox"/>
Position(s)	<input type="checkbox"/>
Number of Vacancies	<input type="checkbox"/>
Candidate Recruitment Options	<input type="checkbox"/>
Posting Type	<input type="checkbox"/>
CS Exam List – Certification Type	<input type="checkbox"/>
CS Exam List – Preference Type	<input type="checkbox"/>
CS Exam List – County Preference	<input type="checkbox"/>
KSAs	<input type="checkbox"/>
CS Selective Cert Criteria (If Applicable)	<input type="checkbox"/>
CS Selective Cert Description (If Applicable)	<input type="checkbox"/>
Pay Group (If Applicable)	<input type="checkbox"/>
Pay Scale (If Applicable)	<input type="checkbox"/>
Salary or Hourly	<input type="checkbox"/>
Org Address /City / Zip	<input type="checkbox"/>
Contact Name / Email / Phone	<input type="checkbox"/>
<b>COMPONENT #3: Attached Job Posting Form</b>	<input type="checkbox"/>
Submitter	<input type="checkbox"/>
Agency Contact to receive the NEOGOV task to review posting	<input type="checkbox"/>
Number of Days to post vacancy	<input type="checkbox"/>
Work Schedule	<input type="checkbox"/>
Irregular Schedule Details	<input type="checkbox"/>
Worksite Address	<input type="checkbox"/>
Posting Contact Name / Information	<input type="checkbox"/>
Application Template	<input type="checkbox"/>
Comments	<input type="checkbox"/>
The Position	<input type="checkbox"/>
Description of Work	<input type="checkbox"/>
Required Experience	<input type="checkbox"/>
Job Categories	<input type="checkbox"/>
Additional Information	<input type="checkbox"/>
<b>COMPONENT #4: Attached Exam Development Information Form (EDIF) (If Applicable)</b>	<input type="checkbox"/>
<b>COMPONENT #5: Attached Position Description (If EDIF is applicable)</b>	<input type="checkbox"/>