



Correction Enterprises Request to Post

Instructions: Completed form should be sent to Correction Enterprises Human Resources (HR) via email address DPS.Enterprise_HR_Communications@ncdps.gov. Please note forms do not need to be printed and signed via hard copy.

Requestor: _____ Date Completed: _____

General Posting Information

Posting Type: Internal to DPS State Government Only External Initial Post Repost

Recruitment Range: \$ _____ to \$ _____

Special Comments: _____

Position Details

Plant: _____ Location #: _____ City/County: _____

Position #: _____ Classification Title: _____ Working Title: _____

Salary Grade: _____ or Position Career Banded Competency Level: Contributing Journey Advanced

Position is: New or Existing Date Position Available: _____ Last Occupied by: _____

Appointment Type: Permanent Temporary Time-Limited/Position Duration: _____

Position Type: Full Time Part Time Shift Required: 1st Shift 2nd Shift 3rd Shift

Working Days/Hours: M T W TH F Time: _____ AM/PM to _____ AM/PM

Description of Work: *(Information for vacancy announcement.)*

Competency/Knowledge Skills and Abilities: *(OSHR KSA's will be included.)*

**HR Manager reserves the right to modify posting to meet OSHR guidelines.*



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Management Preferences/Certification, License or Physical Requirements: *(Information for vacancy announcement. HR will develop appropriate supplemental questions based on management preferences.)*

Supplemental Questions: *(Limit of 1 YES/NO question. Minimum of 4 questions/Maximum of 6 questions.)*

Question #1: _____

Question #2: _____

Question #3: _____

Question #4: _____

Question #5: _____

Question #6: _____

Approvals

Hiring Supervisor/Manager: _____ Date: _____

(Type full name to sign)

General Manager/Manager: _____ Date: _____

(Type full name to sign)

HR Use Only

Date Posted: _____ Posting Open/Closing Date: _____

Requisition #: _____ Exam Plant #: _____ HR Representative: _____