N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
RECRUITMENT/SELECTION DOCUMENTATION (NON-BANDED POSITIONS)

REQUEST FOR POSTING: (To be completed by the Hiring Supervisor)

Section/Branch/Unit: _____ Location: _____

Position Title: _____ Grade: _____ BEACON Pos. No: _____

Budgeted Salary: _____ Hiring Range: _____ Date Position is Available: _____

☐ New Position ☐ Existing Position

Briefly explain purpose/description of work & major duties:

_____

_____

_____

Have the duties changed for this position?: ☐ Yes ☐ No If yes, please attach updated position description and revised organizational chart.

Critical Knowledge, Skills, Abilities/Experience: _____

_____

_____

_____

_____

Additional **preferred** knowledge, skills, abilities, training, experience: _____

_____

_____

Required license or certification: _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Does the department's EEO Plan indicate a need for outreach recruitment? ☐ Yes ☐ No

If yes, indicate ethnic group(s):

		Male	Female
☐	White (non-Hispanic)	☐	☐
☐	Black (non-Hispanic)	☐	☐
☐	Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race	☐	☐
☐	Asian (including Pacific Islander)	☐	☐
☐	American Indian (including Alaskan native)	☐	☐

Physical Requirements (ADA) _____

Additional recruitment resources to be used (newspapers, professional journals, colleges/universities, etc. _____

_____

EEO Designee: _____ Date: _____

APPROVAL:

_____ _____

Hiring Supervisor Date Human Resource Manager Date