

OOO – ADVERTISING FORM FOR EMPLOYMENT SEARCH

(Please type in the non-shaded boxes)

Date of Position Approval	
Working Title	
Department	
Hiring Authority	
Supervisor for new hire	
New or Replacement If this is a replacement, what is the position number or name	
Search Committee names There should be a diverse committee of 3-5 people, who work with this position. The committee needs to be approved by HR, and all members should sign a confidentiality agreement.	
Job Summary: This is a brief description about the position so that someone from outside of OOC would know what the job responsibilities are	
Minimum Qualifications: These are the qualifications that a candidate MUST have to complete this position. Please remember what you have here will be the criteria on your matrix, and all need to be met in order to interview. Bullet points are good to use in this text box.	
Preferred Qualifications: This is your “wish list” for candidates. This will also be on your matrix.	

Please note, internal only postings are posted per the applicable CBA, or a minimum of 2 weeks, typically ending on a Sunday night at 11:59pm. External postings are advertised on OOC job board ([OOO EMPLOYMENT OPPORTUNITIES IN HARRISBURG, PA](#))