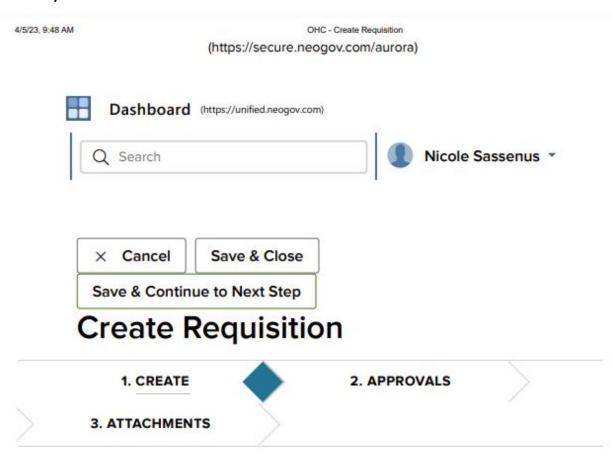
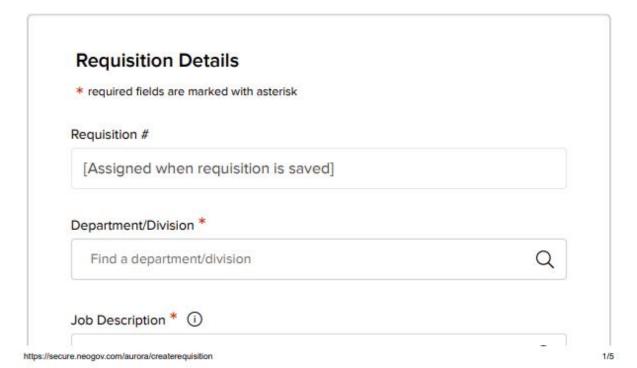
Position Posting

NeoGov system screenshots





Find a class spec	
Working Title	
Desired Start Date	
₩M/DD/YYYY	
Hiring Manager *	
Find a hiring manager	
Hiring Team Lead	
Find a Hiring Team Lead	C
Hiring Team Member	
Find a Hiring Team Member	C
Job Type	
List Type	
Position (i)	
Find a position	

0	
EEO/Census Data Template	
Find a EEO/Census Data Template	Q
Please note the system will use the Global EEO / Cer / Census Data settings if no template is selected. To view values, please go to Admin > EEO / Census Data.	nsus numbers in the EEO w the EEO / Census data
FTE (Full Time = 1, Part Time = .5, etc.) *	
Name of employee(s) vacating position, employee ID (if N	New Position type N/A) *
Name of employee(s) vacating position, employee ID (if N	New Position type N/A) *
Name of employee(s) vacating position, employee ID (if N	New Position type N/A) *
Name of employee(s) vacating position, employee ID (if N	New Position type N/A) *
	New Position type N/A) *
How should the position be posted? *	New Position type N/A) *
How should the position be posted? * General Public	New Position type N/A) *
How should the position be posted? * General Public In-House In-House - Departmental Only	New Position type N/A) *
How should the position be posted? * General Public In-House	New Position type N/A) *
How should the position be posted? * General Public In-House In-House - Departmental Only How long should the position be posted?: *	New Position type N/A) *

o Not Post (Memo must be attached)
se Previous Applicant Pool (Within 6 months)
refer to the pay plan to verify the salary range. Posted Salary: * inimum to P25
0 to P25 (Library)
inimum to P50
ourly Rate (Temp/Seasonal Only)
epends on Qualifications (Rate is not advertised)
ther - Please add range request in comments for review.
want to require that candidates include attachments with the application, the box next to the type of attachment required.
sume
- No describe
attachments
onal Advertising Instructions: (All general public jobs are advertised in the n Record Chronicle, the COD Website, and governmentjobs.com. If you like to advertise in additional mediums please specify.)
nt Number for Additional Advertising
e position require the employee to drive for city business? * es No

Does this pos	sition require a CJIS background check? *
○ No	
Unsure	
Will the new Yes	employee need access to the City's fuel system? * No
Position	Details
New Positi	on?
○ Yes ●	No
	① Add Position Detail
Comment	

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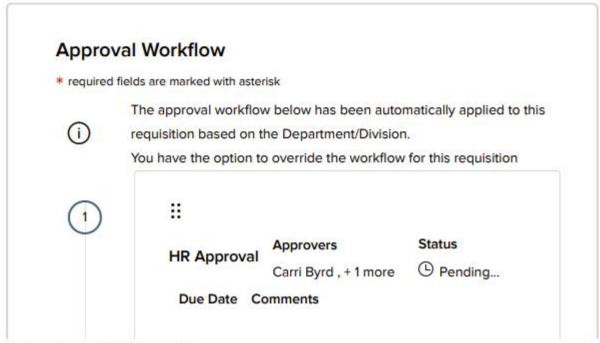
(https://secure.neogov.com/aurora)

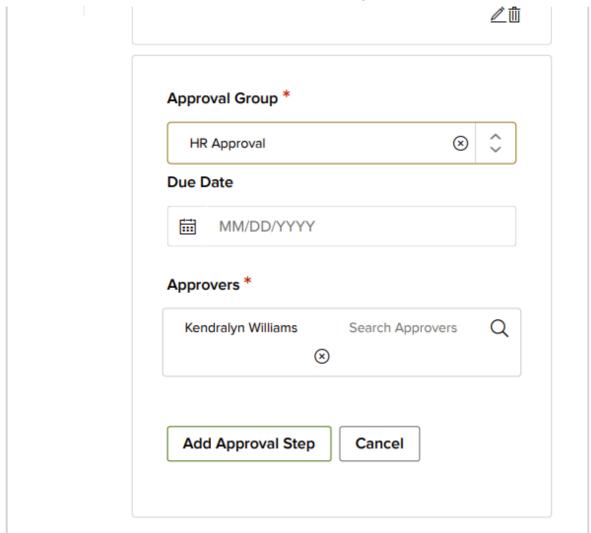


Create Requisition

Save & Continue to Next Step







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