

POSTING CHECKLIST

Division: _____	Payroll Number: _____
Position: _____	Class Number: _____
PCN: _____	OCSEA / FOP / EXEMPT: _____
Posting Dates: _____	

Date	For Division/Office Use	For Central Office Use	Date
	Posting Request Memo sent	Approval Request Memo Received	
		OHR Approved	
		Deputy Director Approved	
		Asst. Director Approved	
	Notification of approval received	Notification of approval sent to Division	
	Posting Request Form & copy of PD sent	Posting Request Form & copy of PD received	
	Posting placed on OLEAP	Posting reviewed & flagged on OLEAP	
		Internal or External	
		E-mail to posting coordinator for posting notification	
		Cert List check/requested	
		Entered into HR Database - position status	
	Pre-Screening Criteria sent	Pre-Screening Criteria approved	
	Interview Questions sent	Interview Questions approved	
		Applicant Packet Folder created	
		Applications printed & sorted	
		Applicant List printed	
		Inherent Right Check (if applicable)	
		Cert List check	
	Applicant Packet received	Applicant Packet sent to Division	
	List of applicants being interviewed sent	Interview list received	
		Request/Notification to hire received	
	Request/Notification to hire sent	Workflow data sheet received	
	Workflow data sheet sent	Enter link and complete info on HR database - position status	

POSITION DESCRIPTION DEVELOPMENT CHECKLIST

Division:

Position:

PCN:

Posting

Dates:

OCSEA / FOP / EX

<input checked="" type="checkbox"/>	ITEM
	Position Information gathered
	Classification
	PCN
	Working Title
	Immediate Supervisor
	Hours of Employment
	Employees To Supervise
	Location/HQ County
	REFNO
	Job Duties
	Percentages
	Worker Characteristics
	Draft PD written
	PD approved
	PDA completed
	Position Informational Data Form Completed
	Position created on CICS