

## JOB ANNOUNCEMENT REQUEST

Please provide the following information and e-mail to [alecia.reed@doc.ok.gov](mailto:alecia.reed@doc.ok.gov)  
PLEASE COMPLETE EACH BLANK

### CDOC-92 Information:

PIN # \_\_\_\_\_ PIN # \_\_\_\_\_ PIN # \_\_\_\_\_ PIN # \_\_\_\_\_  
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**Job Class Title and Job Class Code:** \_\_\_\_\_

- Posting Location:**
- Internal In-House Employees only – UDOC only (current and former permanent employees)
  - Interagency – UDOC and all state agencies (current and former permanent state employees)
  - Unclassified – announce Internal In-House only (current and former UDOC employees)
  - Unclassified – announce Internal In-House and Interagency (UDOC and all state agencies, current and former state employees)

**Unclassified Appointment:** (check one)  Interview Required OR  Resume Review

**Work Location:** \_\_\_\_\_

**Deadline Date:**  5 working days  2 weeks OR  Other (please specify) \_\_\_\_\_

**Number of Vacancies:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

**HRMS e-mail address:** \_\_\_\_\_

## REQUEST A LIST OF EXTERNAL APPLICANTS (E-LIST)

Please provide the following information and e-mail to [bertha.hespe@doc.ok.gov](mailto:bertha.hespe@doc.ok.gov)

- Requesting to Requisition an E-List (external applicants)
- Unclassified – post on OK Jobs (HCM) for non-state employees

Requisition for  5 days  2 weeks OR  Other (please specify) \_\_\_\_\_  
**(All clerical positions will be posted for 5 days)**