



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 09-18

DATE: May 14, 2009

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Electronic Posting of Unclassified Job Vacancies

Effective Wednesday, May 14, 2009, the Office of Personnel Management will begin utilizing our OKCAREERS online application system to post unclassified vacancies. This will allow state agencies to post unclassified vacancies and applicants to apply electronically through our OKCAREERS system or via a link to your agency's web site/system.

While there is no statutory or rule requirement to post unclassified jobs through the Office of Personnel Management, we believe this service will provide a user-friendly, accessible format for those agencies who choose to include this tool in their recruitment efforts. In 2008, we received over 120,000 applications for classified positions through OKCAREERS. Now agencies may review online applications from those interested in unclassified jobs in much the same way.

Below is a link to access easy-to-use instructions for the unclassified vacancy posting process:

<http://www.ok.gov/opm/documents/Unclassified%20JobAps%20Training%20Document.pdf>

This guide will also be available on the OPM website at www.ok.gov under the *HR and Employee Services* link. If you have questions or desire additional information, you may contact your OPM Applicant Services Division liaison.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."