

## JOB ANNOUNCEMENT REQUEST

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

### DOC-92 Information:

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

- Posting Location:**
- Internal In-House Employees only – ODOC only (current and former permanent ODOC employees)
  - Interagency – ODOC and all state agencies (current and former permanent state employees)
  - Unclassified – announce Internal In-House only (current and former ODOC employees)
  - Unclassified – announce Internal In-House and Interagency (ODOC and all state agencies, current and former state employees)
  - Unclassified – (ODOC, all state agencies and non-state employees)
  - Requesting to Requisition an E-List (non-state employees)

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

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

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

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

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