JOB ANNOUNCEMENT REQUEST

Please provide the following information and e-mail to berthah.espe@doc.ok.gov
PLEASE COMPLETE EACH BLANK

DOC-92 Information:

PIN # ____________  PIN # ____________  PIN # ____________  PIN # ____________  
PIN # ____________  PIN # ____________  PIN # ____________  PIN # ____________  
PIN # ____________  PIN # ____________  PIN # ____________  PIN # ____________  

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: _____________________________________________________________