



SECTION 1: JOB POSTING INFORMATION

AGENCY		PERSONNEL AREA	
JOB TITLE(S)			
POSTING JOB NUMBER:			
AGENCY CONTACT NAME		AGENCY CONTACT PHONE/EMAIL	

SECTION 2: JUSTIFICATION

Please provide details on the reason a continuous posting is necessary for the job title(s) referenced above. If additional space is needed, the agency may attach a separate document including additional justification/reasoning for the request.

SECTION 3: RECRUITMENT DATA

Please provide applicant pool and recruitment data for the affected job title(s) during previous twelve (12) months.

Job Posting #	Date Advertised	# of Applicants on Eligible List	# of Applicants Interviewed	# of Applicants Hired

SECTION 4: VACANCY DATA

Please provide current position information, including vacancy data, for the affected job title(s).

Position Information				
Job Title(s)	# of Filled Positions	# of Vacant Positions	# of Total Positions	Vacancy Rate

$$\text{Vacancy Rate} = \# \text{ of Vacant Positions} / \# \text{ of Total Positions}$$

SECTION 5: TURNOVER DATA

Please provide the turnover data for the affected job title(s) for the previous twelve (12) months.

Job Title(s)	# of Voluntary Separations	# of Total Positions	Turnover Rate

$$\text{Turnover Rate} = \# \text{ of Voluntary Separations} / \# \text{ of Total Positions}$$

SECTION 6: ADDITIONAL INFORMATION

Please describe additional recruiting and retention difficulties that your agency is experiencing that may not have been previously addressed. (i.e., location, difficult work environment, specific client population, etc.)