Please provide details as defined below and email the completed form to Pete Nelson [peter.nelson@libraries.idaho.gov](mailto:peter.nelson@libraries.idaho.gov) when you have a recruitment need. If you are unsure of some of the details, no worries, complete as much as possible and Pete will work with you to job is posted correctly.

Part A – Recruitment Details

1. Agency
2. Job Title:
3. LUMA position#:

(If you know question 3, move to question 8. If you do not know question 3, move to Question 4)

1. Classified/Non-Classified:
2. Job/Class Code:
3. Pay Grade:
4. FLSA Code:
5. Pay Range:
6. Hiring Manager (Limited to 1):
7. Reason to Hire (vacant position, new position, double-fill, etc.):
8. Posting Dates/Length of Time:
9. Telework Options (Y/N):

Part B – Posting Narrative – if you submit a separate attachment or job description for Part B, please be sure it is a Word doc.

1. General Agency Information (agency description, mission statement, culture, etc.):
2. Position Description/Overview (general description, goals of the position):
3. Job Duties:
4. Minimum Qualifications (MQ’s) – non classified only:
5. Specialty MQ’s for classified positions:
6. Preferred Qualifications:
7. Supplemental Information (required attachments, degrees/certificates, travel requirements, non-classified notification, etc.)

Notes:

* MQ’s auto-populate in classified job postings, no need to provide.
* Specialty MQ’s are found here: [Class Specifications | Sorted by ClassTitle ascending | State of Idaho (governmentjobs.com)](https://www.governmentjobs.com/careers/idaho/classspecs)
* There are no longer exam questions tied to qualifications for classified positions. It is recommended that preferred qualifications should be kept to a minimum and vetted during the interview process.
* Both benefit and EEO information auto-populate for all postings, no need to provide.