

IOWA DEPARTMENT OF PUBLIC SAFETY
Vacancy Information Form

This form is to be completed and emailed to Human Resources in order to facilitate the posting of vacancies on the NEOGOV website. Each required area includes a description of the information required, and examples as applicable. As fields that require a narrative entry will be cut-and-pasted into NEOGOV, it is imperative that the information submitted is accurate.

Position # – enter 18-digit position number, if known. - - - -	Travel – is travel required? Yes No	Selective(s) – enter the appropriate <u>3-digit number(s)</u> , as applicable.	Types of Applicants – choose from the drop-down.
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Location – select either <u>Statewide</u> or <u>city-specific</u> from the drop-down. If city-specific, enter the city name. If the position will be responsible for multiple locations or a specific region, indicate <u>Statewide</u> , and include the specific region or areas in the Job Description section.	Working Title – this is the title that will appear on the website and how applicants will find the position. It may be the job class, a working title or a hybrid.
Statewide City-specific	if city, enter name of city:

Interview Team – include the name(s) of everybody on your interview team.	Point of Contact – direct supervisor who will respond to any applicant questions.	Duration – enter desired close date <u>or</u> the number of days to post (minimum of 10) <u>or</u> narrative with specific requirements.

Job Description – this is the main content of your vacancy announcement, and may include the job description, essential functions, travel requirements, and/or whatever other information you feel is important. The information in this section must support the PDQ. Information will be cut and pasted into NEOGOV, including whatever formatting you include (paragraphs, bullet points, etc.).