

Posting Development Worksheet

Saved completed forms in the Recruitm.CF>>>Postings 2023>>>Posting Development Worksheets

Reference #		Job Title		Salary
Bureau/Office		Location	BHCs	Openings Available
☐ Applications Received by Email ☐ Applications Received in RMS		☐ Internal Recruitment ☐ External Recruitment	Position Type ☐ Attorney ☐ Other Professional Jobs ☐ Fellow ☐ Law Student ☐ Undergrad/Grad Student	
Posting Date	Posting Deadline	Notes, Comments or Instructions		

Posting Source or Activity	Notes, Comments or Instructions	Posting Work Completed By (Provide Name & Date)	Quality Control Completed By (Provide Name & Date)
OAG Public Website ☐ YES ☐ NO			
RMS ☐ YES ☐ NO			
StateJobsNY ☐ YES ☐ NO			
NYS DOL ☐ YES ☐ NO			
PSJD ☐ YES ☐ NO			
NAAG ☐ YES ☐ NO			
GovDelivery Email ☐ YES ☐ NO			
LinkedIn Graphic & Blurb ☐ YES ☐ NO			
Additional Posting Work Needed? ☐ YES ☐ NO	If yes, see second page for details.		

Additional Posting Work

[illegible]