

# Posting Development Worksheet

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

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

<b>Posting Source or Activity</b>	<b>Notes, Comments or Instructions</b>	<b>Posting Work Completed By (Provide Name &amp; Date)</b>	<b>Quality Control Completed By (Provide Name &amp; Date)</b>
<b>OAG Public Website</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>RMS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>StateJobsNY</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>NYS DOL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>PSJD</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>NAAG</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>GovDelivery Email</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>LinkedIn Graphic &amp; Blurb</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Additional Posting Work Needed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If yes, see second page for details.</b>		

