

**NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

**PERSONNEL REQUISITION**

**TO:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

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**Position Title** \_\_\_\_\_ **Salary Grade** \_\_\_\_\_

**Permanent** \_\_\_\_\_ **Time-limited** \_\_\_\_\_ **If time-limited, approximate duration** \_\_\_\_\_

**Replacement for** \_\_\_\_\_ **Position Number** \_\_\_\_\_

**Location** \_\_\_\_\_

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**Position Responsibilities:**

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**TRAINING AND EXPERIENCE:**

Please e-mail this form to the Recruitment Specialist, Bob Schultz in the HRM Office ([bob.schultz@ncmail.net](mailto:bob.schultz@ncmail.net)).