

**SOS**

**PERSONNEL REQUISITION Form**

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| **Classification Title:**        | **Working Title:**       |
| **Number of Vacancies:**       | **Supervisor Name & Phone:**       |
| **VR Team:**       | **Work Location:**       |
| **Start Date:**       | **End Date:**       |
| **Work Schedule:**       | **Payroll & Financials Access Needed?** [ ]  NIS |
| **Work Schedule for First Day:**       | **Notify Data Center for:****[ ]  Email****[ ]  QE2 Access** |
| **Job Duties:**  |

Please email the completed form to nde.hrjobpostings@nebraska.gov and VR.HR@nebraska.gov.