

**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](mailto:nde.hrjobpostings@nebraska.gov) and [VR.HR@nebraska.gov](mailto:VR.HR@nebraska.gov).