



Temporary Employment Justification: \_\_\_Attached \_\_\_ N/A\_\_\_

**3. EVALUATION CRITERIA (For use with Quick Hire)**

Job Announcement Questions Attached: (**with ID Numbers included identifying questions if the QuickHire Question Library was used to get the questions**) \_\_\_

Specific duties statement and position summary used to advertise: (**also send electronically**) \_\_\_

**4. SPECIAL CONDITIONS OF EMPLOYMENT**

\_\_\_ Frequent Overtime

\_\_\_ Frequent Travel (domestic and/or foreign)

\_\_\_ Unusual tour of duty or part-time (please specify)

\_\_\_ Special permit(s), license(s) required

\_\_\_ Other: Explain - \_\_\_\_\_  
\_\_\_\_\_

**5. JOB SUMMARY (a marketing tool to attract candidates to your organization)**

**6. MAJOR DUTIES STATEMENT (for the vacancy announcement)**

**Administrative Contact (Name and phone #):** \_\_\_\_\_

**Selecting Official (Name and phone #):** \_\_\_\_\_

**Special Comments/Requests:** \_\_\_\_\_

\_\_\_\_\_