



IOWA DEPARTMENT OF INSPECTIONS & APPEALS

Vacancy Information Form

This form is to be completed and emailed to Human Resources along with the Position Description Questionnaire (PDQ), in order to facilitate the posting of vacancies on the NEOGOV website. Each required area includes a description of the information required, and examples as applicable. As fields that require a narrative entry will be cut-and-pasted into NEOGOV, it is imperative that the information submitted is accurate.

Position # Enter 6-digit position number.	Travel Is travel required? Yes No	Selective(s) Enter the <u>3-digit number(s)</u> , as applicable.	Types of Applicants Choose from the drop-down.
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Location Select either Statewide or city-specific. If the position will be responsible for specific region(s), select <u>Statewide</u> , and include the specific region(s) in the Job Description section. Statewide City-specific	If city, enter name of city	Working Title This is the title that will appear on NEOGOV. It may be the job class (<i>Investigator 3</i>), or a working title (<i>Fraud Investigator</i>), or a hybrid (<i>Investigator 3 – Economic Fraud Investigator</i>).
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Interview Team Include the name(s) of everybody on your interview team. NEOGOV will notify them when the position closes.	Point of Contact Direct supervisor who will be responding to any applicant questions.	Duration Enter desired close date <u>or</u> the number of days to post (minimum of 10) <u>or</u> narrative with specific requirements.
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Job Description This is the main content of your vacancy announcement, and may include the job description, essential functions, travel requirements, etc. – note that this section must support the PDQ. Information will be cut and pasted into NEOGOV:
