



**Marketing Only
Job Posting Request Form**

This form is for non-Executive Branch job openings that are posted for advertising purposes only on the State of Vermont careers site. For such postings, applications will not be accepted through the SoV SuccessFactors system - applicants will receive an error message and won't be able to proceed further.

Please include information on whom will receive e-mailed applications, and if there are application materials such as a cover letter or writing sample you would like in addition to a resume. To standardize how job postings appear on our site, please complete the following sections. The text that you provide will be copied and pasted into the posting.

We need an application deadline to trigger removal of the posting from our site and we will not leave job openings posted for an indefinite period of time. We suggest starting with one month and extending from there.

Title:

Position Number:

Job Code:

Location:

Application Deadline:

How to Apply:

Overview

Description

Compensation

Minimum Requirements

Preferred Qualifications

Equal Opportunity Statement – automatically included, no need to paste in.