Required Items for a Job Announcement

Every job announcement should contain these items:

- Agency name

- Announcement number

- Title

- Series

- Grade(s) and entrance pay

- Nature of the Appointment (permanent, temporary)

- Who may apply

- Open and closing dates (including cutoff dates, if any)

- Duty location

- Number of vacancies

- Description of duties

- Qualifications

- Basis for Rating

- Type of assessment(s)

- If using an interview, whether the interview is pass/fail or scored

- Physical or medical requirements, such as drug test

- How to apply (including point of contact information)

- What to file

- Agency definition of "well-qualified" (CTAP/ICTAP)

- Information on how to claim veterans' preference

- EEO and reasonable accommodation statements