

Requesting Posting Modifications

Contact us:

Temporary Solutions Assistant
Manager
Heather Garrett
919.814.4631
heather.garrett@nc.gov

In this Job Aid we will review the process of requesting modifications to a Job Order (JO) submitted for posting or modification to a live posting.

Modifying a Job Order for Posting

When requesting modifications to a JO submitted for posting it is imperative that the changes are communicated timely. More specifically the information relevant to a posting to include changes to the following:

- Working title
- Classification
- Description of work
- Hourly rate
- Job type (Temporary Full-Time or Part-Time)
- Location
- Description of work
- KSAs

Any changes to the areas listed above should be communicated along with the JO number to TSRecruit@nc.gov. We will update the JO and notify the Placement Counselor of the requested changes along with providing an updated JO.

Modifying a live Job Posting

The TS Recruitment section encourages agency customers to submit any changes for a live posting as soon as possible. Once a posting is made live it is viewable by the public immediately. If there are any changes to the posting, we do ask that consideration is given to extending the dates advertised.

If it is realized that a posting is no longer needed or posted in error, please let us know as soon as possible and we will cancel the posting.

These changes can be submitted to TSRecruit@nc.gov.

Temporary Solutions

1110 Navaho Drive, Suite 200,
Raleigh, NC
Phone: 984.236.1040

Visit us at:

[NC OSHR: Temporary Solutions](#)
to learn more about our work



NORTH CAROLINA Office of
State Human Resources
Temporary Solutions