

Completing Supplemental Information for Job Posting

Contact us:

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In this Job Aid we will review the process to include supplemental information for your Temporary Solutions job postings. Supplemental information includes specific formats, supplemental questions, agency specific descriptions, etc.

Submitting a Job Order for Posting

When submitting a Job Order (JO) without a recommended candidate, it will be routed to the TS Recruitment section to be posted on our website. When submitting a JO for posting ensure to include a very detailed description of work and relevant KSAs on the JO.

[Temporary Solutions Job Order Portal](#)

On page 2 of the Job Order Form is where you will enter the Brief Description of Work. Also, include the KSAs for the position in this field.

TEMPSOLUTIONS
Your Solution to State Employment.

Job Order Form
If you have any issues or suggestions for changes, please contact Katie Black katie.black@nc.gov or Heather Garrett heather.garrett@nc.gov

1 Job Order Form 2 Job Details 3 Work Schedule 4 Shift Premium % 5 Work Location 6 Billing Contact 7 HR Contact
8 I-9 Representative 9 Supervisor Contact 10 Recommendation

Working Title *

Please enter a brief description of work

Requested Hourly Rate *

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



Supplemental Information

The TS Recruitment section encourages agencies to submit as much information as possible to make TS postings mirror agency postings. Our goal is to ensure we advertise well written job descriptions that are able to attract highly qualified candidates.

To submit additional information to include in your agency temporary postings submit an email to TSRecruit@nc.gov with a word document, PDF, or an email with additional description of what to include on the posting. Additionally, we also encourage our agency customers to submit any graphics and supplemental questions.