

**INSTRUCTIONS FOR COMPLETING REQUISITION FOR EMPLOYEE (PER 15)**

The REQUISITION FOR EMPLOYEE (PER 15) is designed to provide agency human resource personnel with a uniform method of requesting authorization to open a register and/or requesting a certification list for a vacant position(s). One PER 15 may be used to request a certification list for multiple positions in the same classification provided all **POSITION INFORMATION** (e.g. Bureau/Unit/Division, Option, Work Location, Position Type) are the same.

The following instructions apply when completing the PER 15:

**ACTION REQUEST:**

- A. Request to Open a Register– Select this box to request BHR to open a classification to build a register. A new opening must be opened for 10 business days before a certification can be issued.
- B. Request for Certification – If you wish to receive a certification of names, check this box. Complete the **POSITION INFORMATION** and **CERTIFICATION/RECRUITMENT INSTRUCTIONS** sections and forward the request to the Bureau of Human Resources.

Include Justification for Hire for Positions that require approval from Appointing Authority (Commissioner)

**POSITION INFORMATION:**

- Budget Position Number(s) .....Enter budget position number(s) for position(s) (up to 10 digits to be filled).
- Unit Division.....Enter Unit Division to which position is assigned.
- Department/Agency .....Self explanatory.
- Class Code .....Enter appropriate class code (four or six digit).
- Class Title .....Self explanatory.
- Range .....Self explanatory.
- Work Location .....Enter where position is located, e.g. Augusta, Lewiston, etc.
- Position Type .....Check applicable boxes.
- Contact Person .....Name of person to contact for more information about position.
- Phone Number .....Phone number of CONTACT PERSON.

**CERTIFICATION/RECRUITMENT INSTRUCTIONS:**

**TYPE REQUESTED:** Check the box beside the type of certification you are requesting. Check only one box in this section. **Justification is required for Open Competitive and Reemployment Certifications.** Definitions are attached.

**ADDITIONAL INSTRUCTIONS:** Check the box(es) beside the applicable item(s). More than one box may be checked. **Justification is required for a Selective Certification and must contain the specific criteria on which the selection is to be based.** Definitions are attached.

**OPEN FOR RECRUITMENT (EVERGREEN)** (*justification is required*):

AP: Agency Promotional – Only employees of the requesting Department may apply;

SWP: Statewide Promotional – Only employees with promotional status in the Executive Branch of Maine State Government may apply; or

OCP: Open Competitive & Promotional – Anyone may apply.

**SPECIAL CONSIDERATIONS/INSTRUCTIONS/REASON FOR OPENING REGISTER:**

Use this section to justify Open Competitive, Reemployment, or Selective certification requests and provide/explain special instructions and requirements. Additional sheets may be used when necessary.

**SIGNATURE OR APPOINTING AUTHORITY OR REPRESENTATIVE:**

Self Explanatory. If Submitting by E-Mail, type in appropriate name.

The PER15 may be submitted electronically. It should be e-mailed to [BHRCerts@maine.gov](mailto:BHRCerts@maine.gov) . Otherwise, a hard copy must be printed and sent to Certifications, Bureau of Human Resources, 4 State House Station, Augusta, ME.

**CERTIFICATION**

After you have interviewed, checked references, and completed justification for hire, you are required to return the certification list you received for your position. Please indicate the individual you've hired into the position. If you have not completed the hire process within 60 days, you will need to request a new certification.