

# JB-1500 Posting Schedule Worksheet

Version005

**DEADLINE: Submit to District HR Local Services no later than Nov 30th of each year .**

Local Services: Forward to HRSSC JBM mailbox for your Area when all schedules have been collected prior to Dec 5th.

- Instructions:**
- ➡ List posting schedules for each craft utilizing HCES automated bidding.
  - ➡ Enter an opening and closing date for each posting to be created in the next calendar year .
  - ➡ The "Comment" column can be used to indicate a variance such as a holiday extension.
  - ➡ December posting/placement information (at the bottom) is required for all crafts.

District Name	<input type="text"/>	Submission Date	<input type="text"/>
Bid Cluster Name	<input type="text"/>	Posting Schedules for Calendar Year	
BC Number	<input type="text"/>	<input type="text"/>	

CLERK			MAILHANDLER			CITY CARRIER		
OPEN	CLOSE	Comment	OPEN	CLOSE	Comment	OPEN	CLOSE	Comment
5-Jan	14-Jan	(example)	5-Jan	14-Jan	(example)	5-Jan	14-Jan	(example)

Additional Comments or Instructions	Additional Comments or Instructions	Additional Comments or Instructions
How are December postings/placements handled for this craft?	How are December postings/ placements handled for this craft?	How are December postings/ placements handled for this craft?

Contact Name	Contact Phone #
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>