

NON-NEWSWORTHY
HR PROFESSIONAL WEBSITE POSTING REQUEST FORM

This form should be used for all HR Professional website postings/updates which do not meet the conditions of being newsworthy as outlined in the HR Professional Web Posting policy. Complete this entire form and submit it to karie.miller@azdoa.gov with "Request for HR Web Posting" in the subject line. Every effort will be made to complete your request within 48 hours.

Date:

Requestor:

NEW CONTENT/DOCUMENT

Web Address:

Post under News and Events

Post under Quick Links

Describe request below:

List all documents to be posted and submit them electronically with this request.

UPDATE/REVISION

Web Address:

Post under News and Events

Post under Quick Links

Describe request below:

List all documents to be posted and submit them electronically with this request.

Staff use only

Received: _____

KP: _____

TS: _____

KM: _____