

## Request to Fill (RTF) Instructions

### Instructions for a *new* RTF

1. Download the Request to Fill Vacancy Form (RTF) from the Justice Administrative Commission website: <https://www.justiceadmin.org/HR/jobpostings.aspx>.
2. Click “save as” to save the form for a new RTF. Please include the word “form” in whatever you save it as. This helps distinguish the form from the body of the RTF.
3. Complete the RTF form information and save.
  - Success Factors allows you to enter more than one location per requisition. The primary city must always be completed. You can complete “secondary city” when:
    - a. there are only two cities, or
    - b. if you want to advertise in all cities. In this situation, enter “all” for the secondary city.If you want the RTF posted for more than two locations but not all cities, please list the additional cities in the body of the email.
  - When entering “team members”, please make sure to use the names *as they appear in People First* – no nicknames.
  - When referencing The Florida Bar, please use its official title which starts with a capital T.
4. In a separate Word document, submit the advertisement language. Please include:
  - a. how to apply – *if you are not accepting online applications through People First*
  - b. any special documentation required
  - c. a description of the position being filled
5. If you are including qualifying questions, please include them in the body of the email.
6. Submit both the RTF form and the Word document to [jobpostings@justiceadmin.org](mailto:jobpostings@justiceadmin.org).

### Instructions for RTF *changes or re-advertisement*

1. If you need to make changes to the RTF, email [jobpostings@justiceadmin.org](mailto:jobpostings@justiceadmin.org) the requisition and/or the position number with the requested changes.
2. If you just want to re-advertise, email [jobpostings@justiceadmin.org](mailto:jobpostings@justiceadmin.org) with the new closing date.
3. Changes to an RTF are limited. If the change cannot be made, JAC will respond to the email requesting a new RTF submission.
4. For either of these requests, do not attach a new RTF form or Word document.