

Applicant Administration

Day-to-Day Forms and Set Up Needed

Purpose Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Setup Forms Needed
Applicant Entry by Requisition/Position Form (PAAAPOS)	<ul style="list-style-type: none"> • Applicant Status (PTRAPPS) • Certification Code (PTRCERT) • Exam Code (PTREXAM) • Requisition Status (PTRREQS) • Skill Code (PTRSKIL) • Skill Level (PTRSKLV) • Degree Code (PTVDEGC) • Degree Level Code (STVDLEV) • Language Code (STVLANG) • Legacy Code (STVLGCY) • Major/Minor/Concentration Code (STVMAJR) • Publication Code (PTVPUBT)
Applicant Information Form (PAAAPPL) Applicant Entry by Requisition/Position (PAAAPOS)	<ul style="list-style-type: none"> • Zip/Postal Code (GTVZIPC) • EEO Ethnic Code (PTREEOC) • Address Type Code (STVATYP) • Citizen Type Code (STVCITZ) • County Code (STVCNTY) • Medical Equipment Code (STVMDEQ) • General Medical Information (GOAMEDI) • Martial Status Code (STVMRTL) • Nation Code (STVNATN) • Port of Entry Code (STVPENT) • Religion Code (STVRELG) • Relation Code (STVRELT) • Source/Background Institution Code (STVSBGI) • State/Province Code (STVSTAT) • Telephone Type (STVTELE) • Visa Type Code (STVVVYP)
Position Requisition Form (PAAREQU)	<ul style="list-style-type: none"> • Requisition Status (PTRREQS) • Applicant Source Code (PTVASRC) • Comment Code (PTVCMTY)