**1. Position Summary**
This content makes or breaks a posting and is your opportunity to create interest.
- Make the first 3 lines count – they are previewed in applicant job searches on UACareers
- Sell the position, your department and the University of Arizona
- Share unique and motivating facts about the team and the work the department supports

**2. Duties & Responsibilities**
This content should give the applicant a realistic job preview.
- Bullet this section (using an asterisk and space between the first word) and
- Ensure bulleted content is in the same tense
- Ensure bullets contain specific and detailed information about responsibilities

**3. Minimum Qualifications**
This content should be measurable and relevant to the position’s responsibilities.
- Remember, candidates who don’t meet minimum qualifications will be disqualified
- Ensure qualifications do not create disparate impact on all protected classes
- Be specific to your needs (e.g. PhD attained by time of hire)

**4. Posted Rate of Pay**

<table>
<thead>
<tr>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly rate of pay</td>
<td>Annualized salary</td>
</tr>
<tr>
<td>Recommend posting range (min. to mid.)</td>
<td>Prorate for part-time (to be prorated by .50 FTE)</td>
</tr>
<tr>
<td>Sample formatting: $10.50 Per Hour</td>
<td>Sample Formatting: $85,000 Annually</td>
</tr>
</tbody>
</table>

**5. Dates**
Position start and end dates help the candidate make informed decision.
- Use open and close dates to control candidate flow
- Open job postings for at least 5 days (classified) and 10 days (appointed)
- Use an end date for extended temporary positions

**6. Advertising Strategies**
HR will advertise your position on Arizona Diversity, HigherEdJobs.com, and local community agencies. We recommend advertising hard to fill or underrepresented positions in locations that target the candidate pool you seek.
- Always use the EEO statement without abbreviations (see UACareers homepage)

**7. Supplemental Questions**
- Denote minimum qualifications as supplemental questions, should be disqualifying
- Craft questions using preferred qualifications to identify highly qualified candidates
- Assess comprehension and writing skills by using closed or open ended questions