

Position Summary

1

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

Duties & Responsibilities

2

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

Minimum Qualifications

3

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)

Posted Rate of Pay

Non-Exempt

Exempt

4

- | | |
|--|---|
| - Hourly rate of pay | - Annualized salary |
| - Recommend posting range (min. to mid.) | - Prorate for part-time (to be prorated by .50 FTE) |
| - Sample formatting: \$10.50 Per Hour | - Sample Formatting: \$85,000 Annually |

Dates

5

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

Advertising Strategies

6

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)

Supplemental Questions

7

- 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