# Tips and Tricks: Creating an Effective Requisition

| Department Website Link | • Include your department website link so candidates can **easily learn more** about your team.  
| | • Your website is an easy way to share your culture/values, team expectations, research goals, etc.  
| Position Highlights | • Open with an **attention-grabbing** statement.  
| | • Share unique and motivating facts about the team and the work the department supports.  
| | • Keep it brief, and refer candidates to your website for more information.  
| Contact for Candidates | • List a contact for candidates who can answer questions about the position and recruitment process.  
| | • List a person who is **available and willing** to respond in a reasonable timeframe to candidate inquiries.  
| Description | • The description should provide the applicant with a **realistic job preview**.  
| | • Bullet this section and ensure bulleted content is in the same tense.  
| | • Ensure bullets contain specific and detailed information about duties and responsibilities.  
| Qualifications | • This content must be **measurable and relevant** to the position’s responsibilities.  
| | • Candidates who don’t meet minimum qualifications will be disqualified.  
| | • Qualifications should represent the **minimum** experience, education, and/or certification required for the position. Be specific to your needs (e.g., PhD in Physics attained by time of hire).  
| | • Knowledge, skills, and abilities should be listed separate from qualifications.  
| Posted Rate of Pay | **Non-Exempt Positions**  
| | • Use an **hourly rate of pay**  
| | • Sample formatting: $15.50  
| | • May post from minimum to midpoint of the range for University staff  
| | • Be transparent about your target range of pay  
| | **Exempt Positions**  
| | • Use an annualized **salary**  
| | • Sample Formatting: $85,000  
| | • May post from minimum to midpoint of the range for University staff  
| | • Be transparent about your target salary range  
| Dates | • All requisitions must be open to the public for at least **seven calendar days**.  
| | • List an end date for temporary positions.  
| | • Place requisitions in “closed” status once the recruitment is complete.  
| Advertising Strategies | • HR will advertise your position on Arizona Diversity, HigherEdJobs.com, Linkages, and local community agencies job boards.  
| | • We recommend advertising **underrepresented** positions for at least 20 days and investing in paid advertising sources that attract a diverse audience.  
| | • Always use the EEO statement without abbreviations ([click here for EEO statement](#)).  
| Supplemental Question | • All requisitions **automatically list this question**: Do you meet the minimum qualifications listed for this position?  
| | • You may add up to three additional questions in the application to help screen applicants (e.g., Do you have a doctorate degree or will you upon hire?).  
| | • Further questions should be asked during the interview stage.  

Rev. 5/20/2020