










## Tips and Tricks: Creating an Effective Requisition

<b>Department Website Link</b> 	<ul style="list-style-type: none"> <li>• Include your department website link so candidates can <b>easily learn more</b> about your team.</li> <li>• Your website is an easy way to share your culture/values, team expectations, research goals, etc.</li> </ul>	
<b>Position Highlights</b> 	<ul style="list-style-type: none"> <li>• Open with an <b>attention-grabbing</b> statement.</li> <li>• Share unique and motivating facts about the team and the work the department supports.</li> <li>• Keep it brief, and refer candidates to your website for more information.</li> </ul>	
<b>Contact for Candidates</b> 	<ul style="list-style-type: none"> <li>• List a contact for candidates who can answer questions about the position and recruitment process.</li> <li>• List a person who is <b>available and willing</b> to respond in a reasonable timeframe to candidate inquiries.</li> </ul>	
<b>Description</b> 	<ul style="list-style-type: none"> <li>• The description should provide the applicant with a <b>realistic job preview</b>.</li> <li>• Bullet this section and ensure bulleted content is in the same tense.</li> <li>• Ensure bullets contain specific and detailed information about duties and responsibilities.</li> </ul>	
<b>Qualifications</b> 	<ul style="list-style-type: none"> <li>• This content must be <b>measurable and relevant</b> to the position’s responsibilities.</li> <li>• Candidates who don’t meet minimum qualifications will be disqualified.</li> <li>• Qualifications should represent the <b>minimum</b> experience, education, and/or certification required for the position. Be specific to your needs (e.g., PhD in Physics attained by time of hire).</li> <li>• Knowledge, skills, and abilities should be listed separate from qualifications.</li> </ul>	
<b>Posted Rate of Pay</b> 	<b>Non-Exempt Positions</b> <ul style="list-style-type: none"> <li>• Use an <b>hourly</b> rate of pay</li> <li>• Sample formatting: \$15.50</li> <li>• May post from minimum to midpoint of the range for University staff</li> <li>• Be transparent about your target range of pay</li> </ul>	<b>Exempt Positions</b> <ul style="list-style-type: none"> <li>• Use an annualized <b>salary</b></li> <li>• Sample Formatting: \$85,000</li> <li>• May post from minimum to midpoint of the range for University staff</li> <li>• Be transparent about your target salary range</li> </ul>
<b>Dates</b> 	<ul style="list-style-type: none"> <li>• All requisitions must be open to the public for at least <b>seven calendar days</b>.</li> <li>• List an end date for temporary positions.</li> <li>• Place requisitions in “closed” status once the recruitment is complete.</li> </ul>	
<b>Advertising Strategies</b> 	<ul style="list-style-type: none"> <li>• HR will advertise your position on Arizona Diversity, HigherEdJobs.com, Linkages, and local community agencies job boards.</li> <li>• We recommend advertising <b>underrepresented</b> positions for at least 20 days and investing in paid advertising sources that attract a diverse audience.</li> <li>• Always use the EEO statement without abbreviations (<a href="#">click here for EEO statement</a>).</li> </ul>	
<b>Supplemental Question</b> 	<ul style="list-style-type: none"> <li>• All requisitions <b>automatically list this question</b>: Do you meet the minimum qualifications listed for this position?</li> <li>• 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?).</li> <li>• Further questions should be asked during the interview stage.</li> </ul>	