










Tips and Tricks: Creating an Effective Requisition

Department Website Link 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Use an hourly rate of pay Sample formatting: \$15.50 Must post from minimum to midpoint of the range for University Staff Be transparent about your target range of pay 	Exempt Positions <ul style="list-style-type: none"> Use an annualized salary Sample Formatting: \$85,000 Must post from minimum to midpoint of the range for University Staff Be transparent about your target salary range
Dates 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> HR will advertise your position on Arizona Diversity, HigherEdJobs.com, Linkages, and local community agencies job boards. We recommend advertising hard-to-fill positions for at least 20 days and investing in paid advertising sources to attract a robust applicant pool. Always use the EEO statement without abbreviations. 	
Supplemental Question 	<ul style="list-style-type: none"> 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. 	