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

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

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)

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>
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<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>
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</tbody>
</table>

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

Advertising Strategies

HR will advertise your position on Arizona Diversity, HigherEdJobs.com, Linkages, 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

- 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