# Table of Contents

1. Introduction (Part Two) ........................................................................................................................ 3

2. Entering Posting Content ...................................................................................................................... 3

   2.1 Unique Fields Based on Posting Types .......................................................................................... 6

   Faculty Postings .................................................................................................................................... 6

   Classified staff positions ........................................................................................................................ 7

   Appointed staff positions ...................................................................................................................... 7
1. **INTRODUCTION (PART TWO)**

This guide highlights the steps of creating a new job posting and is comprised of three parts. You will need to be provisioned in UACareers as a Department Contact, Department Approver, College Dean/VP Approver, or HR Partner. To update your provisioning, please submit a [One-Minute Request](#) to Human Resources. You can also find the link to our UACareers Provisioning Tool on the lower right-hand side of the UACareers homepage.

**My Links**
- Applicant Portal
- UACareers Provisioning Request
- Close/Fill a Posting
- Creating Minimum and Preferred Qualifications
- 7 Quick Tips – Posting Jobs

2. **ENTERING POSTING CONTENT**

You will enter all your position specific content in the following page. All fields with an orange asterisk are required. Each field is described in detail below:

1. **Position Control Number (PCN):** Enter approved PCN or contact Workforce Systems at (520) 621-3664 to obtain.

2. **Job Code:** This information is pre-filled for staff postings. Appointed, faculty, and postdoc positions do not require a job code.

3. **Location:** From the drop-down menu select the location that matches the information in the position description. If the position is outside of Arizona, your Human Resources Consultant may connect with you after the position has been posted.

4. **Position Summary:** Enter a brief general description of the position. Human Resources will add the University's standard language upon review.

5. **Duties and Responsibilities:** Enter a brief list of the position duties and responsibilities.

6. **Knowledge, Skills, & Abilities (KSAs):** KSAs are qualities that make an applicant more likely to succeed on the job. KSAs are hard to screen at time of application review but can be tested during the interview process and developed on the job.

7. **Minimum Qualifications:** These are qualifications an applicant must possess in order to be considered a "candidate" for the position. Please refer to the "Creating Minimum & Preferred Qualification" Guide for more information on crafting minimum qualifications.

8. **Preferred Qualifications:** These are qualifications that are not required in order to be considered...
a "candidate" for the position, but would be "good to have." Please refer to the "Creating Minimum & Preferred Qualification" Guide for more information on crafting preferred qualifications.

9. **Full-Time Equivalence (FTE):** An FTE may not exceed 1.0 which is the equivalent of 40 hours per week. You may also use, "To be determined," as needed. Remember that some titles may have FTE restrictions/requirements. If you would like to express your FTE as a range, please contact Human Resources for guidance.

10. **Work Calendar:** This field allows you to designate the position as either fiscal year (12 months), or academic year (9 months).

11. **Full-Time/Part Time:** For the purposes of this field, a 1.0 FTE (40 hours per week) is considered Full Time while anything below 1.0 FTE (less than 40 hours per week) is considered Part Time.

12. **Number of Hours Worked Per Week:** Describe the number of hours this position is expected to work per week. This number should be consistent with your FTE.

13. **Job Category:** Select the appropriate job category based on your job description.

14. **Benefits Eligible:** Select the appropriate benefits package based your position's specifications.
   - **Full Benefits:** .50 FTE or higher for at least 6 months
   - **Limited Benefits:** .50 FTE or higher for 90 days or longer, but less than 6 months
   - **No Benefits:** Less than .50 FTE and/or employed for less than 90 days

15. **Affirmative Action Group and Goals:** This information will be completed by Human Resources. Positions with affirmative action goals may not be UA Internal Only.

16. **FLSA status:** This field will default to “Exempt” or “Non-exempt.” This status is not adjustable by department users. Human Resources will review FLSA status before the posting is approved. For more information on FLSA, visit the [Division of Human Resources website](#).

17. **Posted Rate of Pay:** Enter the rate of pay that will be visible to applicant.
   - **Non-Exempt Positions:** enter as an hourly rate (e.g., $10.50 Per Hour), a range of per-hour rates (e.g., $10.50 – $11.75 Per Hour), or DOE (i.e., depends on experience).
   - **Exempt Positions:** enter as an annual salary, with proration indicated if the FTE is less than 1.0 (e.g., $35,000 Annually (To be Prorated by .50 FTE)). The salary may be expressed as a range or identified as DOE (depends on experience).

   **Note:** If your position has a predetermined hourly/salary range (e.g., staff titles, postdocs, and academic advisors) your rate of pay must fall within that range.
18. **Funding Notes:** This field is optional but may be used to include any necessary funding notes.

19. **Type of Criminal Background Check Required:** Criminal background checks are either name-based or fingerprint-based. Fingerprint checks are only required for positions that fall under UA Security or Safety-Sensitive Policy. More information about background check requirements visit our Human Resources website.

20. **Number of Vacancies:** Select “One” or “Multiple.”

21. **Desired Start Date:** This field is optional. If a desired start date is listed, it should fall after the review/close date.

22. **Position End Date:** For a temporary position, list the anticipated end date, or if unclear, describe the anticipated duration in the funding notes field.

23. **Limited to UA Employees:** A “Yes” response indicates that only individuals who are currently on the University payroll or on official layoff status may apply. Positions that have affirmative action goals cannot be UA Internal Only. Enter “No” if the position will be open to the public.

24. **Non-Competitive Type and Non-Competitive Explanation:** If a position is open only for a specific person(s), make sure to select the applicable non-competitive type and provide a justification. The justification should include the name of the person to be hired and a brief explanation of the situation. For more information on our non-competitive selection policy and requirements, click here.

25. **Applicant Reviewer Access:** Select the appropriate Applicant Reviewer for your posting. Applicant reviewers have access to update application statuses (e.g., from “Under Review by Department” to “Interviewed”). If the name of your desired Applicant Reviewer is not available on the dropdown, please contact Human Resources.

26. **Supervisor:** Select the name of the supervisor for the position. This individual will have access to view applications. If the name of your desired supervisor is not available on the dropdown, please contact Human Resources.

27. **Contact Information for Candidates:** Enter the name and email address/phone number of your department’s contact for applicants.

28. **Open Date:** Desired open date for the position.

29. **Review Begins On:** Enter your desired review date. Departments should consider all applications received through this date. The review date must precede the close date and fall on a business day. This date must be at least 5 calendar days from the open date for classified staff positions and 10 days from the open date for appointed, faculty, or postdoc positions. Departments are not obliged to review applications received after this date.
30. **Close Date:** Enter a date after which you will no longer be accepting applications. This date must be at least 5 calendar days from the open date for classified staff positions and at least 10 calendar days from the open date for appointed, faculty and postdoc positions. This date must fall on a business day. A close date is not required for “Open Until Filled” postings with a Review Date.

31. **Open Until Filled:** Enter “Yes” if you have no close date or if you have a review date that falls before a close date. Enter “No” if you only have a close date.

32. **Remove Posting On:** This date should match the close date, if applicable.

**Tip:** To automatically close a posting, enter the same date under "Close Date" and "Remove Posting On" fields and enter "No" under "Open Until Filled."

33. **Special Instructions to Applicant:** This field is optional but may be used to inform candidates of any pertinent information regarding the application process (e.g., "your writing sample should include the following").

34. **Advertising Resources:** Select all the advertising venues that will be utilized. Note: HR will automatically advertise all public positions on HigherEdJobs.com, ArizonaDiversity.com, and other local job banks. HR can also facilitate advertisements on Jobing.com, Arizona Daily Star, and The Arizona Republic for an additional cost. The remaining venues listed would need to be facilitated by each hiring department directly.

35. **Advertising Strategies:** Document any additional good-faith recruitment efforts for the position.

**Tip:** Be sure to hit "Save" when you reach the bottom of the page before you click “Next”. If you continue to the next page without saving, you will lose all the information you have entered.

**Note:** All the information entered in these fields should be consistent with the title/classification.

### 2.1 UNIQUE FIELDS BASED ON POSTING TYPES

Certain types of postings will have additional fields to complete.

**Faculty Postings**

1. **Priority Number:** Enter the priority number assigned to the recruitment, if applicable.

2. **Medical Sub-Speciality:** Choose from the drop-down a medical sub-speciality, if applicable.
3. **Rank:** Choose from the drop-down list the appropriate rank (assistant professor, associate professor, etc.). This should match information contained in the Position Summary.

4. **Tenure Information:** Choose from the drop-down list. Tenured/tenure-eligible and continuing/continuing eligible positions require Provost Office approval.

5. **Expected Salary and Start-Up Costs:** Enter any associated start-up costs and/or expected salary. If not relevant to your position, leave this field blank.

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**CLASSIFIED STAFF POSITIONS**

1. **Arizona Board of Regents Minimum (ABOR) Qualifications:** This field is only applicable to staff positions. These are qualifications established by the Arizona Board of Regents that an applicant must possess in order to be considered a “candidate” for the position. Departments may not exceed or diminish these minimum qualifications. Appointed, faculty, and postdoc postings do not have the ABOR field.

2. **Recruitment Categories:** Definitions for each classified staff recruitment category may be found in the Human Resources website under "Employment & Benefits."

3. **Salary Grade and Range:** An alphabetical list of titles with salary and range information is available on the Human Resources website. Ranges have been pre-entered into the UACareers position templates.

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**APPOINTED STAFF POSITIONS**

1. **Recruitment Categories:** Definitions for each appointed recruitment category may be found in the Human Resources website under ‘Employment & Benefits’.