



External Advertising

This checklist is helpful when creating external advertisements for positions at the University. In order to effectively advertise the position, the categories in the Required section must be included in the advertisement. Any categories in the Optional section that more fully describe the position should be included in order to attract a diverse applicant pool.

External advertisements must be reviewed by your department's [assigned recruiter](#) prior to being posted.

Required Elements

- Job Posting Title
- Department
- *How to Apply (www.jobs.fsu.edu and give Job ID #)
- Application deadline
- **Mandatory Equal Employment Opportunity Statement
- Veterans' Preference (*applicable to USPS positions*)

Optional Elements

- Responsibilities
- Qualifications
- Preferred
- Requirement for Criminal Background Check
- Other Information
- Contact Info
- University Information
- Anticipated Salary Range
- Request Letters of Reference
- Financial Disclosure (*if applicable*)
- Tobacco Free Campus

*All outside advertisements must direct applicants to apply via the FSU Jobs Website (www.jobs.fsu.edu). **Ensure your OMNI job opening is posted during the same time frame as your external advertisement.**

**Include the following in your advertisement:

FSU is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

FSU's Equal Opportunity Statement can be viewed at:

http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf

Additional information on developing external advertisements and resources for building a diverse pool of applicants can be found in the [Faculty & Staff Search Committee Training](#).

Questions? Please contact your assigned recruiter with any questions or for advertising sources.