



## Posting Descriptions – OPS Job Openings

This checklist is helpful when creating job postings for Other Personal Services (OPS) openings. The following categories are available in the Postings page of the job opening. In order to effectively advertise the position, the categories in the Required section should be included in the job opening where applicable. Any categories in the Optional section that more fully describe the position should be included in order to attract a diverse applicant pool.

Categories marked with an asterisk (\*) indicate a standard statement from the Template dropdown menu across from the Description Type must be chosen. For the remaining categories, the department must enter the information.

### Required

- Department
- Responsibilities
- Qualifications
- \*Pay Plan
- Schedule (*if not 8:00 a.m. – 5:00 p.m.*)
- \*Criminal Background Check
- \*How to Apply
- \*Open until filled (*if applicable*)
- \*Affordable Care Act
- \*Tobacco Free Campus
- \*Equal Employment Opportunity

### Optional

- Preferred
- Other Information
- Helpful
- Contact Info
- University Information
- Anticipated Salary Range
- \*Request Letters of Reference

*Always check spelling, grammar, & punctuation.*

See [OMNI Training](#) > Recruiting Activities for more details.