



Posting Descriptions – Staff Job Openings

This checklist is helpful when creating job postings for Staff (A&P or USPS) positions. 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 Template must be chosen from the dropdown menu across from the Description Type in order to auto populate standard language. For the remaining categories, the department must enter the information.

Required

- Department
- Responsibilities
- Qualifications
- *Pay Plan
- *Soft Money Funded Position (*if applicable*)
- Schedule (*if not 8:00 a.m. – 5:00 p.m.*)
- *Criminal Background Check
- *Financial Disclosure (*if applicable*)
- *How to Apply
- *Open until filled (*if applicable*)
- *Veterans' Preference (*applicable to USPS positions*)
- *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.