

## **Faculty Job Posting Checklist**

Use this checklist when creating job postings for Faculty positions. The following Description Type categories are available in the Postings page of the job opening. To effectively advertise the position, the categories in the Required section must be included in the job opening. Any categories in the Optional section that more fully describe the position should be included to attract a robust applicant pool.

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

### **Required:**

- ☐ **Department** *(Include link to department's website.)*
- ☐ **Responsibilities**
- ☐ **Qualifications** *(Include Class Spec required education/experience, licensure/certification if applicable, physical ability if applicable.)*
- ☐ **Contact Info**
- ☐ **\*University Information**
- ☐ **\*FSU Total Rewards**
- ☐ **\*How to Apply** *([Faculty Instructions template](#). Add any other requirements for uploads and/or confidential letters of reference.)*
- ☐ **\*Considerations** *([Faculty template - Pay Plan and Background Check language default](#). Add any other pertinent information, such as: Open until filled; special statuses, such as Visiting; Financial Disclosure; etc.).*
- ☐ **\*Equal Employment Opportunity**

### **Optional:**

- ☐ **Preferred Qualifications**
- ☐ **Other Information**
- ☐ **Helpful** *(Can include - who is an ideal candidate, what a typical day is like, and what to expect within first 60 - 90 days.)*
- ☐ **Anticipated Salary Range**

### ***Additional Language Key:***

- **Open Until Filled:** This position is being advertised as open until filled.
- **Visiting:** This is a Visiting status position.

- **Financial Disclosure:** This position requires annual Financial Disclosure based on Florida Statutes 112.3144 and 112.3145.
- **Confidential Letters of Reference:** This position requires that you have three confidential professional letters of recommendation submitted on your behalf. Follow the steps below to request these letters through our system:

- 1) After submitting your application, click the Careers link;
- 2) Click the My References link;
- 3) Click the Send/View Reference Request button next to the appropriate position; and
- 4) Follow the steps on that page to send your references a system generated email requesting they submit a letter of recommendation on your behalf.

You may also return to the My References link and click on "Send/View Reference Request" to see if your references have responded, add additional references, or resend requests.

*Always check spelling, grammar, & punctuation. Ensure formatting is consistent.*

Refer to OMNI Training Guide for [Creating a Job Opening](#) for more details.