



Faculty Job Opening Checklist

Use this checklist when creating job postings for Faculty positions. The following categories are available in the Postings page of the job opening. To effectively advertise the position, the categories in the Required section should 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: "This position is being advertised as open until filled"; if the position is designated Remote; 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**

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

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