



OPS Job Opening Checklist

Use this checklist when creating job postings for Other Personal Services (OPS) openings. 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 role 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 hyperlink to department's website.)*
- Responsibilities**
- Qualifications**
- *University Information**
- *How to Apply** *(General Application Instructions template. Add any other requirements for uploads.)*
- Considerations** *(OPS template - Pay Plan and Background Check language default. Add any other pertinent information, such as schedule/hours per week, if Remote or Hybrid work schedule available, etc.).*
- *Equal Employment Opportunity**

Optional:

- Preferred Qualifications**
- Other Information**
- Helpful**
- Contact Info**
- Anticipated Salary Range** *(At hourly rate)*

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

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