



## 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 drop-down 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 (*may also include link to department's website*)
- \*Equal Employment Opportunity
- Responsibilities
- Qualifications
- University Information (*template available*)
- \*Pay Plan
- \*FSU Total Rewards
- \*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 (*General Online Application Instructions*)
- \*Open until filled (*if applicable*)
- \*Veterans' Preference (*USPS positions only*)
- \*Tobacco Free Campus

### Optional:

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

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

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