**POSTING DESCRIPTION – *Required for* *People Admin Purposes***

Position Title/Rank**: [POSITION]**

Position #:

Index:

Classification Title:

Classification Number:

Full or Part Time:

FTE:

Position Type: (academic year, limited duration, regular)

Reason for Recruitment:

If Resignation/Termination, Name of Employee Replacing:

Resignation/Termination Effective Date:

The Criteria and Ranking used during the review of the applications. NOTE: there can be more than 5 rankings, or less than 5 rankings

|  |  |
| --- | --- |
| **Define Evaluation Criteria (used in People Admin., to rank applications.)** |  |

Please provide the following detailed information regarding this position:

|  |  |
| --- | --- |
| **Job Description Summary** |  |
| **Key Competencies** |  |
| **Responsibilities** |  |
| **Minimum Qualifications** |  |
| **Preferred Qualifications** |  |
| **Special Instructions to Applicants (ex: resume, cover letter, letter(s) of recommendation, anticipated start date)** |  |
| **Salary** |  |
| **Posting Specific Questions** |  |

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| --- |
| **Evaluation Method (select one)** |
| Name of Hiring Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Interview Team Participants:- -- -- -  |
| **Select Start/End Date Mode (select one)** |
| □ Open Until Filled * Posting Date:
* Begin Review Date:
 | □ Close Date* Posting Date:
* Begin Review Date:
 |
| **Supplemental Information (if any)** |
| □ Supplemental Information - describe:  | □ Testing - Describe: |
| **Other Information Required** **(to be discussed with Employment Coordinator)** |
| □ Internal - External - Both? Please circle one.□ Is this a hard to fill position? Yes or No□ Is this a critical position (related to criminal background check)? Yes or No |