**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** |  |

|  |  |
| --- | --- |
| **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 | |