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| **Job Title** | University Job title |
| **Working Title** | Department business/working title |
| **Type** | Please indicate whether Benefited **or** Non Benefited Staff / Student |
| **This position reports to** | Name of supervisor  |
| **Reports to Univ. ID Number** | Employee ID No. of supervisor |
| **Standard Hours per Week** | Number of working hours for this position.  |
| **Work Schedule Summary** | Please indicate: **Example**: *19 hrs/week. Flexible working hours during normal business hours. Occasional evenings and weekends and some travel may be required.* |
| **Temporary?**  | Is this a temporary position? (less than 9 months) |
| **Pay Rate Range** | Salary range you would like to post. Example: *$10-$12/hr. Depending on experience* |
| **Type of Recruitment** | External Posting **or** University-wide posting **or** Internal to Department  |
| **Job Summary** | A brief summary (one-two sentences or a brief paragraph) summarizing the purpose of the position. **Example**: *Administrative Assistant: Provides complex administrative support for department management. Coordinates and oversees the work of support staff.* |
| **Responsibilities** | List of job duties/responsibilities |
| **Minimum Qualifications** | We are required to post the requirements as outlined in the University job description for positions.  |
| **Preferences** | Please indicate job preferences for applicants:  |
| **Additional Information** | *This position may require the successful completion of a criminal background check and/or drug screen.Equal Employment Opportunity: The University of Utah is an Affirmative Action/Equal Opportunity employer. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. The University of Utah is committed to diversity in its workforce. Women and minorities are encouraged to apply.* |
| **Close Date** | Date you would like position posting closed.**Option**: You can indicate: open until filled.  |
| **Special Instructions Summary** | Please indicate any other comments/requests for candidates. **Example**: *Some travel to on-location video shoots may be required. Must be able to lift/carry 40 lbs.* |
| **Posting Specific Questions** | Most positions have standardized questions.  Please let me know if you would like to add anything else:  Below is the standardized question for all positions: \* How did you hear about this position?  |
| **Optional Documents** | Would you like to view additional documents such as a resume, cover letter, letter of recommendation, writing samples, list of references, etc.Please indicate what documents are optional or what are required.    I usually check the documents mentioned above as optional.  Let me know if you want to make them required. |
| **Search Committee Members** | Please provide the names of individuals you would like to have review applications as part of your search committee. |

**Additional Information:**

*\*\*\*HR will no longer screen applications; posting specific questions will be used as a screening tool and you will notice a rating on each applicant based on the candidate’s answers.*

*\*\*\*You will not be receiving an e-mail from HR periodically with a list of candidates.   As a search committee member, you will receive an e-mail when the position is posted showing a link to the posting.  You can review the applications by going to the “applications” tab.*