










Tips and Tricks: Creating an Effective Requisition

<p>Department Website Link</p> 	<ul style="list-style-type: none"> • Include your department website link so candidates can easily learn more about your team. • Your website is an easy way to share your culture/values, team expectations, research goals, etc. 	
<p>Position Highlights</p> 	<ul style="list-style-type: none"> • Open with an attention-grabbing statement. • Share unique and motivating facts about the team and the work the department supports. • Keep it brief, and refer candidates to your website for more information. 	
<p>Contact for Candidates</p> 	<ul style="list-style-type: none"> • List a contact for candidates who can answer questions about the position and recruitment process. • List a person who is available and willing to respond in a reasonable timeframe to candidate inquiries. 	
<p>Description</p> 	<ul style="list-style-type: none"> • The description should provide the applicant with a realistic job preview. • Bullet this section and ensure bulleted content is in the same tense. • Ensure bullets contain specific and detailed information about duties and responsibilities. 	
<p>Qualifications</p> 	<ul style="list-style-type: none"> • This content must be measurable and relevant to the position’s responsibilities. • Candidates who don’t meet minimum qualifications will be disqualified. • Qualifications should represent the minimum experience, education, and/or certification required for the position. Be specific to your needs (e.g., PhD in Physics attained by time of hire). • Knowledge, skills, and abilities should be listed separate from qualifications. 	
<p>Posted Rate of Pay</p> 	<p>Non-Exempt Positions</p> <ul style="list-style-type: none"> • Use an hourly rate of pay • Sample formatting: \$15.50 • Must post from minimum to midpoint of the range for University Staff • Be transparent about your target range of pay 	<p>Exempt Positions</p> <ul style="list-style-type: none"> • Use an annualized salary • Sample Formatting: \$85,000 • Must post from minimum to midpoint of the range for University Staff • Be transparent about your target salary range
<p>Dates</p> 	<ul style="list-style-type: none"> • All requisitions must be open to the public for at least seven calendar days. • List an end date for temporary positions. • Place requisitions in “closed” status once the recruitment is complete. 	
<p>Advertising Strategies</p> 	<ul style="list-style-type: none"> • HR will advertise your position on Arizona Diversity, HigherEdJobs.com, Linkages, and local community agencies job boards. • We recommend advertising underrepresented positions for at least 20 days and investing in paid advertising sources that attract a diverse audience. • Always use the EEO statement without abbreviations (click here for EEO statement). 	
<p>Supplemental Question</p> 	<ul style="list-style-type: none"> • All requisitions automatically list this question: Do you meet the minimum qualifications listed for this position? • You may add up to three additional questions in the application to help screen applicants (e.g., Do you have a doctorate degree or will you upon hire?). • Further questions should be asked during the interview stage. 	