

Settings Page

College/Division

Department

Workflow State at Application

References

Department Contact

Dept Contact Name

Dept Contact Title

Dept Contact Phone

Dept Contact Email

Posting Details

Intern/External Search

Position Number

Position Job Title

Primary Activity

Rank (to be advertised)

Tenure Status

Position Summary

Required Qualifications

Preferred Qualifications

Special Requirement of Position

General Information of Campus & Unit

Special Instruction to Applicants

Fast Find Location

Campus/Work Site

Employee Class Code

Appointment Status

Posting Date

Closing Date

Target Salary Rate

Position Funded by grant or other...

If externally advertised,...

Please list any other advertising sources

Anticipated Job Begin Date

Anticipated Job End Date

Pass Message/Fail Message

Supplemental Ques

Supplemental Questions

Required?

Disqualifying?

Points?

Applicant Docs

Not Required?

Required?

Optional?

Supplemental Docs

Memorandums

External Media Advertisement

External Media Source (2)

Approved Waiver

Ranking Criteria

Category

Description

Weight

Workflow State

Status

Search Committee

Search Committee Members?

Letters of Reference

Minimum Number of References Required

Maximum Number of References Required

Accept References?

On what date...?

How many days prior to the cut off...?

Special Instruction to reference provider...?

Success message to reference provider?

Guest User

Want to give guest access to view this posting?

Underutilization

Dept Contact Name
Dept Contact Title
Dept Contact Phone
Dept Contact Email

Summary

Take Action on Posting
See how Posting looks to applicant
Print Preview (Applicant View)
Print Preview