Posting Content Guidelines

Titles
- Administrative titles are approved by Compensation
- Do not include acronyms that only OHIO uses such as Group I/II/III/IV
- Faculty titles – keep them as standardized as possible and consistent with faculty handbook – can include the discipline name and tenure provisions as appropriate. Examples:
  - **Instructor:** Generally used for adjunct faculty positions
  - **Assistant Lecturer:** part-time G2 faculty working less than .5 FTE
  - **Lecturer:** Initial rank for G2 faculty working .5 FTE or more; eligible for promotion to next level after 5 yrs
  - **Associate Lecturer:** Intermediate rank for G2 faculty working .5 FTE or more; eligible for promotion after 5 yrs
  - **Senior Lecturer:** Highest rank for G2 faculty working .5 FTE or more
  - **Visiting Assistant Professor**
  - **Assistant/Associate/Full Professor,** tenure-track

Reference Letter Feature
- Can be utilized to electronically solicit reference letters directly from the reference provider with no interference from the applicant – can be received for all applicants or only candidates chosen by the Hiring Manager – settings can be altered to accommodate preferences.
- Generally only utilized for faculty positions or academic administrators who also hold tenure; if a tenure-track position, utilizing the feature is recommended in order to keep all application materials in one place and accessible to all committee members.
- Common Reference Letter feature issues/examples:
  - Reference Letter feature: Is marked as “Yes,” but it appears from other posting language that only a list of references is desired rather than utilize the electronic reference letter feature to collect reference letters directly from the reference provider. Reference Letter feature should be marked as NO if you only want a list of references (requested in Applicant Documents instead).
  - Reference Letter feature (sample explanation for hiring managers):
    - **Issue:** Reference letters are requested in the “Special Instructions” to be mailed or emailed manually.
    - **Response:** The Reference Letter feature in the system is a great feature that allows the reference providers to directly upload letters to the application materials. The applicants are prompted to enter contact information for the references, then the reference provider is sent an email with a unique link to directly upload a letter. When they do, you see the letter as a part of the applicant materials. This allows for all materials to be housed in one location accessible to all committee members.
  - Reference Letter Feature (sample feature promo): Wanted to make sure you were aware of this system feature in the event you may want to use it for this faculty position. The system can collect reference letters directly from the applicants’ reference providers. This works via an email with a unique link that is sent directly to the reference provider. It has been a well-received feature for many tenure-track searches. You can designate receiving letters for all applicants or only those chosen in the selection phase. This allows for all materials to be housed in one location accessible to all committee members. Please let me know if you have questions and/or would like to utilize this feature.
Applicant Interest Cards
- Allows applicants to “subscribe” to an automated email digest that notifies them about jobs posted in their interest categories
- You must select at least one (1) Interest Card category in the “Settings” section of the requisition before being able to post the job, both for internal and external postings. You may select several categories if applicable.

Application Type:
- 4 Types - Needs to compliment the Reference Letter Feature option chosen.
- Generally recommend using the “Quick” application types if requiring a resume/CV
- Comprehensive application types require the applicant to key-in their education and employment histories.

Special Instructions:
- Include a statement such as, “Please complete the online application and attach required documents.”
- If “required documents” include the “Other” document type, make sure to include a note here about what is expected to be uploaded for that document type.
- If posting includes the reference letter feature,
  - Include a statement such as, “Applicants will be prompted to key-in contact information for at least X# reference letter providers who will (or may) receive an auto-generated email invitation to upload a recommendation utilizing a provided unique link.”
  - Consider adding a statement about the possibility of the reference request email hitting SPAM mailboxes such as, “Reference providers will receive an automatic email request with a unique link from the following address uhr@ohio.edu. To avoid potential delays from this email being quarantined in a SPAM folder, please consider asking your reference providers to add this address to their address book.”
  - Advise HM against using the Reference document type – applicants tend to get confused when asked to both key-in references and also attach a list of references. If a HM wants both, make sure to point it out in the Special Instructions field.

Posting Exception (waiver of posting) requested?
- If Yes, these will be reviewed by UHR; if it is a position within VPFA, Office for Equal Opportunity and Accessibility should review to limit conflicts of interest possibility.
- Can be full waiver (candidate identified) or a partial waiver (post locally, university-wide or internally only).
- Should be a clear justification as to why a waiver is necessary or desired.

Position Vacancy Type
- New position? Existing position changed? Existing positions no changes?
- It is important that this is an accurate reflection between current position definition and future state definition. This field drives how the Position Management side of Oracle gets updated. Submitted information should be checked against current position management state in Oracle to ensure accuracy. Changes to existing position may include any of the following:
  - Change to FTE
  - Change to the Organization to which the position reports
  - Change to the Planning Unit to which the position reports
  - Change in job category – faculty/admin/classified
  - Change in Faculty Type (Group I, II, IV, Clinical)
  - Pay Grade Change
  - Classification change or title change
  - # of months worked change

Feb 2018
Advertised Salary

- This field is published on the applicant site - it should not be left blank
- Suggestions for language to include/highlight university benefits—
  - Minimum of $40K, commensurate with experience and credentials plus an exceptional benefits package including among others comprehensive health, generous PTO and educational benefits for employee and eligible dependents.
  - Competitive salary with outstanding benefits including among others generous paid time off, comprehensive insurance, and educational benefits for employee and eligible dependents.

Pay Grade – For staff positions only - should be confirmed by either current position information in Oracle or if a new job description, new PG should be confirmed from Compensation and documented in the History of the requisition.

Position Number (not needed for adjunct faculty positions) - must be accurate as this is the information that populates the new employee’s assignment.

Job Description – review to ensure that it reads well to an outside person – this is the field that applicants will read to learn about the position. Do not include acronyms common to OHIO or the higher ed industry. Information to consider including:

- Main purpose of the position
- Departmental information
- Key responsibilities of the position
- Unique characteristics such as required travel, off-site locations, etc.

Qualifications

- For staff positions, language should be consistent with the Position Description on file – significant changes should be submitted for review to Compensation
- Always consider adding equivalency language when possible in order to get the broadest possible pool of candidates. For example, if a Master’s (or Bachelor’s) degree is listed as a minimum, suggest something like, “Master’s degree (or Bachelor’s) in XYZ or a related field or an equivalent combination of education and experience required.” Without this equivalency language, a person who is just shy of obtaining the specified degree, but has the perfect experience level, cannot be considered for the position.
- For Faculty/Instruction positions: If specific degree required, be sure to specify if candidates who will obtain that degree by start date of the appointment will be considered. If so, suggest language such as “PhD in XYZ or related field must be obtained by start date of the appointment.”
- Any time a range of experience is listed (1-3 yrs experience in higher education), change to what the minimum actually is – a minimum of 1 year experience in higher education. Stating a range could be misinterpreted to mean that we are looking for someone with only the amount of experience in that range, which could have age discrimination implications.
- It is common for academic areas to have an unspoken rule about not hiring recent graduates of their own programs into faculty positions. To be more transparent about this and to give HM’s more leverage in screening, you can suggest the following language:

The_____ College of_______ values diverse academic styles and philosophies and strives to further diversify their faculty to enhance the student experience. Preference will be given to candidates offering a diverse set of experience and educational backgrounds while also aligning with the department’s and college’s academic goals.

Posting Open/End Dates

- All FT Reg presidential appointments are to be national in scope, which requires a minimum 15 day posting period
• Approvals for local searches may be made for 7 days (partial waiver of posting)
• Internal staff postings should be 3-5 days depending on the scope and size of org
• Generally, classified positions are posted internally/university-wide for a minimum of 3 days

Posting Documents
• If a full waiver of posting requested, the individual’s resume should be attached
• A place for Org chart (not required)
• A place to attach any other document that we want to associate with a particular posting
• Position Description document should be attached here for staff positions if a new or changed position to expedite Compensation evaluation.

Recruitment Plan
• Important to be specific about all recruitment efforts – not just advertising – list all efforts which might include:
  o Contacting colleagues or former colleagues to solicit recommendations of potential applicants
  o Contacting peer institutions
  o Contacting institutions with high graduation rates in a specific field – specify if institution yields high graduation rates of women or minorities
  o Contacting past promising applicants – specify if targeting women or minorities
  o Social media outlets targeted
• Recruitment efforts should be broad and exhibit creativity
• Include the language used in any advertisements in the Proposed Print Ad Copy – doesn’t have to match posting word-for-word, but should be consistent. Ads should be concise but contain at least the most basic information about the position.
• Group I Faculty ads should include at a minimum, the title, the basic duties and minimum qualifications

Budget Information – all fields should be completed; should be approved/verified by the unit’s budget manager

Applicant Documents – Select from list either optional or required document types. If you select “Other” type as a required field, be sure to state in the Special Instructions what is expected to be attached for this document type. You can select the “Other” doc type as optional if you want to simply provide an outlet for applicants to attach something not specifically requested.

Reference Letters – if the reference letter feature was selected in Settings, this section should be completed to specify the number of references requested – a minimum and maximum can be specified. You can also provide a statement to the reference provider at this location – could be just a “thank you” or a specific list of the type of information you’d like to obtain about the candidate.

Posting Specific Questions
• Depending on the position and the minimum qualifications associated with the position, specific screening questions can be a tool to aid in screening candidates.
• Remember that applicants must fully meet the posted minimum qualifications so if there are absolute must-have minimum qualifications, adding a disqualifying screening question is a tool that can help make the screening process easier.
• Make sure that the questions are tied to minimum or preferred qualifications or KSA’s. If a question is added that doesn’t follow the posting language, it may be a skill/qualification that should be added to the language or could be a need to revise the question.
Questions don’t necessarily have to disqualify based on responses, but can simply be a tool helpful in screening.

- Point values can be assigned to progressively better response choices (i.e. 5 points for Less than 1 year of experience, 10 points for At least 1 year, but less than 3 years’ experience, etc.)
- Open-ended questions can also be asked to get responses from all candidates on targeted questions.