

Tip: Creating Job Announcements

These resources are provided to support best practices in job announcements. The information is presented as suggestions and is not a guarantee of a successful search. Consider the Sample Position Vacancy Announcement as a template. Best of luck!

Questions to consider

- Why should a candidate apply for this job?
- What makes UNLV, your college, your department a place they would want to work?
- How can we best communicate the needs of our department and the university?
- What will be your selection criteria for screening, interviewing, and record keeping?
 - Is the selection criteria directly related to requirements of the position?

Defining the position

- The position should be defined in wide terms but consistent with the department's needs.
- The committee should come to a consensus on specific specialties and requirements to cast the widest possible pool of applicants.
- Use words such as "preferred" rather than "required" to broaden the applicant pool.

Language

- Use proactive language in job announcements.
- Be mindful of the language used in the job announcements. Including certain words and phrases can provide positive signals to the candidate that the institution values diversity, is family-friendly, etc. Such as:
 - "UNLV is committed to supporting the work-life balance of its faculty"
 - "The [school/department] seeks candidates whose research, teaching, or service has prepared them to contribute to our commitment to diversity and inclusion in higher education"
 - "Candidates are encouraged to describe previous activities mentoring women or members of underrepresented groups."
- Do not limit your pool of applicants by having a position description that is too narrow. This may unintentionally exclude women and minority candidates.
- For experience requirements, list the rank of position rather than years of experience to encourage applicants from nontraditional career pathways to apply.

The content in this handout was provided by Columbia University's *Guide to Best Practices in Faculty Search and Hiring*, University of Michigan's *Handbook for Faculty Searches and Hiring*, University of Missouri's *Recruitment and Selection Guidelines & Procedures*, and the University of San Diego's *Faculty Recruitment and Retention Toolkit*.

Tool: Position Vacancy Announcement

NOTE: Title, basic position description, minimum qualifications, application procedure, screening date, and EEO statement are required elements for ads.

ACADEMIC DEPARTMENT/UNIT

POSITION TITLE

POSITION:

Description of duties and responsibilities

QUALIFICATIONS:

List of minimum qualifications; additional job-related qualifications considered desirable or preferable

[CAUTION: The list of qualifications will be considered mandatory and exclusive in hiring, e.g., an ABD candidate cannot be hired if the announcement asks for a person with a doctorate.]

APPLICATION PROCEDURE:

How to apply online and what materials must be included **before** the individual can be considered an applicant. (Consider, for example, whether transcripts or reference letters are needed at the time of application).

APPLICATION DEADLINE:

“Preference for applications received by (30 days)” or
“Applications will be reviewed starting (30 days) and continue until a suitable candidate is hired”

[CAUTION: If an absolute end date is used, no late applications may be accepted]

APPLICANT-CENTERED TEXT:

Information about institution, location, diversity practices, policies (e.g., parental leave), or anything else that might be attractive to the expected applicants.

[University/Institution] is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are likewise committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled and Veteran Employer. To request ADA accommodations, please contact **[name or title]** at **[contact information]**

Source: University of Missouri

