|  |  |
| --- | --- |
| **Job Information** | |
| **Number of Openings:** | |  |
| **Position Number:** | |  |
| **University Title/Job Code:** | |  |
| **Division:** | |  |
| **Home Department:** | |  |
| **Employee Class:** | | Choose an item |
| **Benefit Status:** | | Choose an item |
| **Standard Hours/FTE:** | | Choose an item |
| **Type of Position:** | | Choose an item |
| **Employee Being Replaced:** | |  |
| **Position Has Direct Reports:** | | Choose an item |
| **Desired Start Date:** | |  |
| **Supervisor Name:** | |  |
| **Funding Source:** | | Choose an item |
| **MoCode:** | |  |
| **Work Address/Phone:** | |  |
| **Target Audience:** | | Choose an item |

|  |
| --- |
| **Hiring Team** |

**Interviewer/Search Committee**

Interviewer/Search Committee evaluates candidates for opening(s). At least one name needs to be listed.

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Interested Party**

Interested Party may need or want to monitor the hiring process.

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **STANDARD RECRUITMENT ONLY: Job Posting (Enter information exactly as you want to have it posted on the MU website- not required for abridged hires)** | | |
| **Posting Title:** | Use the university title or a working title that is in line with the job classification. All potential job titles must be spelled out (IE: Assistant and Associate Professor). Other classified titles cannot be used. |
| **Job Description:** | Please add job description text here |
| **Hiring Range:** | Usually not posted for academic hires. If salary range is provided, under no circumstance will HR approve offers outside of the range posted without restarting the recruitment process. |
| **Qualifications:** | “Minimum qualifications” must be quantifiable and reviewable by looking at CV; application will not be routed to department unless all qualifications are met. “Candidates will be evaluated on” = preferred qualifications. |
| **Application Materials:** | Click here to enter required application materials. |
| **Application Deadline:** | Typical language states “Application review begins [date] but will accept applications until position is filled.” If only the date is provided, it is a hard deadline and applications after that date will not be routed. |
| **Posting Duration:** | ☐ Open until filled  ☐ Other |

**Additional Requirements- Standard Recruitment**

[Academic Recruitment Justification form](https://hr.missouri.edu/departmental-processing/recruitment-and-hiring/hiring-academic-positions)

External Advertisements (draft)

List of advertisement locations if not included in justification form

*(Shared Services will create offer letter at the end of the recruitment period)*

**Additional Requirements- Abridged Hire**

Candidate’s CV

Salary Amount: \_\_\_\_\_\_\_\_\_\_

[Abridged Hire Request form](https://hr.missouri.edu/departmental-processing/recruitment-and-hiring/hiring-academic-positions)

Proof of reference checks

*(Shared Services will create offer letter before submitting in eRecruit)*

**Additional Requirements- Post Doc Only**

[Post Doc approved offer letter](https://gradschool.missouri.edu/policy/letter-templates/)

Email approval from Post Doc Office

Candidate’s CV

Proof of reference checks

**Would you like to include any additional information in your job posting to attract candidates?**

(appropriate EEO, diversity, vaccination language [SON only], and Total Rewards information will automatically be added to all job postings in eRecruit)

Information on Columbia, Missouri

Other: Click to enter promotional information for your department