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| --- |
| **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:** |  |
| **Desired Start Date:** |  |
| **Supervisor Name:** |  |
| **Funding Source:** | Choose an item |
| **MoCode:** |  |
| **Work Address/Phone:** |  |

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| **Hiring Team**  |

**Interviewer/Search Committee**

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

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
|  |  |   |
|  |  |   |
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**Interested Party**

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

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
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| **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:** | Click here to enter the job description. |
| **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 |
| **Target Audience:** | Choose an item |

**Additional Requirements- Standard Recruitment**

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

 [ ]  External Advertisements (draft)

 [ ]  Detailed diversity recruitment plan 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)

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

 *(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

**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