|  |
| --- |
| **Job Information**  |
| **Number of Openings:** |  |
| **Position Number:** |  |
| **University Title/Job Code:** |  |
| **Division:** |  |
| **Home Department:** |  |
| **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:** |  |
| **Eligible for Referral:**  | Choose an item |
| **Supervisor Name:** |  |
| **Funding Source:** | Choose an item |
| **MoCode:** |  |
| **Work Address/Phone:** |  |
| **Target Audience:** | Choose an item |

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

**Full-Cycle Recruiter**

Are you working with a full-cycle recruiter: Choose an item

Please indicate the recruiter’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Job Posting (Enter information exactly as you want to have it posted on the MU website)** |
| **Posting Title:** | Use the university title or a working title that is in line with the job classification. Other classified titles cannot be used |
| **Job Description:** | Please enter job description here |
| **Hiring Range:**  | Click here to enter the salary range |
| **Work Hours:**  | Click here to enter expected or anticipated hours/shift |
| **Minimum Qualifications:**  | Entered by HRS according to global job descriptions |
| **Preferred Qualifications:**  | Click here to enter preferred qualifications |
| **Application Materials:**  | Click here to enter required application materials |
| **Posting Duration:**  | [x]  Set by HRS according to posting guidelines  |

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

(appropriate EEO, diversity, 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