

Job Posting Questionnaire

To ensure job posting information is accurate and correct please answer and submit the following questions when requesting a job posting.

Reason for Vacancy

Number of Vacancies

New Position

Replacement

Type of Position

Position Title

Full-Time

Part-Time

Start Date

End Date

Hourly/Salary Rate

Building/Room Number

Funding/Cost Center

Hiring Manager/Supervisor

Is there any additional specific information you would like to add to the job posting?

Additional documents to be uploaded:

Resume

Cover Letter

Letters of Recommendation

Collaborators: (person/s who can view the candidate pool and participate in search committee)

Is there any questions you would like to add to the job posting?