



## Benefited Job Posting Guide

### What is a job posting?

A job posting is a way for you to recruit a job seeker by advertising your job opening. A job posting is not your full position description, it's typically a shortened version highlighting the most important aspects of the role, tailored in a way to attract job seekers. However, a copy of the position description should be provided to candidates prior to their first interview.

### How do I write a Job Posting?

Be clear, concise, and to the point. The optimal length of a job posting is 300-700 words ([Textio.com, 2017](https://textio.com)). 5 to 10 bullet points is a good number to aim for and no more than 1/3 of your content should be bulleted. On the next page there is a template example to see how to set up your job posting.

### Things to think about when preparing your job posting:

- What are the biggest selling points of your job opportunity?
- Is there specialized equipment specific to your field that your employees use?
- Are there recent upgrades to your workspace?
- Is there work that your department/team has been recognized for or received awards for that you can highlight?
- Are there webpages that show off the work that is done in this role that you can link into your posting?
- Have you spelled out or explained all acronyms and abbreviations used in your posting?
- What does it take to be successful in this role and do your minimum & preferred qualifications reflect that? \*

*\*If you will be recruiting for a refill and/or revised position, please work with your divisional HR Manager to ensure there shouldn't be changes to the minimum/preferred requirements or job classification.*

### Once your job posting is written, think about the best place to find your candidates:

- All UND Job Postings are automatically listed to [these sites](#).
- Consider posting to professional organizations relevant to your job opening
- Notify your department of the opening and invite them to share it with their professional network.
- Access the [UND LinkedIn page](#) for a shareable link to your posting after it is approved
- Send an email briefly describing your opportunity to [STAFFCHAT@LISTSERV.NODAK.EDU](mailto:STAFFCHAT@LISTSERV.NODAK.EDU) to share it with current UND employees.
- If you anticipate your opening will be hard to fill, please contact your recruiter (Hannah Whalen or Chris Egeland) for ideas and assistance.

Updated 11/22/22 hw

## EXAMPLE TEMPLATE

### **Description**

Tell your job seekers about your department and this role and the dynamic work they will be a part of.

### **Position Benefits**

Benefits include single or family health care coverage (UND pays the full premium), \$12,000 in basic life insurance, employee assistance program, retirement plans with generous employer contributions, annual & sick leave in addition to 10 paid holidays.

Optional benefits include supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

UND also offers an employee tuition waiver and a variety of professional development opportunities.

Find out more about UND's great benefits and perks here!

### **Duties & Responsibilities**

- Maximum 5-10 bullets of the duties and work that this job will do
- Spell out acronyms and use industry terms instead of internal UND terms

### **Required Competencies**

- This section should match what is listed in the Position Description

### **Minimum Requirements**

- This section should match what is listed in the Position Description
- Ensure these are accurate – only candidates that meet the minimum qualifications will be shared with you for interview. If these are not accurate, please review with your divisional HR Manager.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US and to complete the required employment eligibility verification form upon hire.

### **Preferred Qualifications**

- This section should match what is listed in the Position Description

### **Minimum Hiring Salary/Position Classification**

[Starting Salary; exempt/non-exempt; benefited/non-benefited; full-time/part-time]

### **Work Schedule/Start Date**

[Work Schedule/Desired Start Date]

### **To Apply**

**For full consideration, all application materials must be fully submitted by 11:59PM on the closing date.**

---

Required HR/EO Language will go here (provided in Recruiting Solutions template)