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). 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 2nd page of this document there is a template example – please use the template provided in Recruiting Solutions.

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 to share it with current UND employees.
- If you anticipate your opening will be hard to fill, please contact Hannah Whalen, hannah.whalen@und.edu for ideas and assistance.

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Description

Tell your job seekers about your department and this role and the dynamic work they will be a part of. This section + the Duties & Responsibilities section should be no more than 300-700 words combined.

Duties & Responsibilities

- 5-10 bullets of the duties and work that this job will do
- Be sure to 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.
- Successful completion of criminal history records check.

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. [Add this line ONLY IF you do NOT have funds to support a visa processes for a candidate: This position does not support visa sponsorship for continued employment.]

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]

Benefits

Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, tuition waiver, annual and sick leave. Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

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)