

## Job ad Check list

|  | Item   | Explanation  | Check |
|--|--|--|-------|
|  | Title  | <ul style="list-style-type: none"> <li>• Include Job title</li> </ul>  |       |
|  | Language                                     | <ul style="list-style-type: none"> <li>- job seeker applicant candidate</li> <li>- use: "interested individual"</li> <li>- passive – the job requires (not "individual must have")</li> <li>- Full time? Tenure track? Part time?</li> </ul>   |       |
|  | Primary Responsibilities/<br>Job Description | <ul style="list-style-type: none"> <li>• This individual will be responsible for teaching..., provide graduate student supervision,... as well as engage in scholarship...</li> </ul>  |       |
|  | Minimum Requirements                         | <ul style="list-style-type: none"> <li>• State clear minimum requirements including all Bona Fide Occupational Qualifications</li> <li>• If ABD - state completion date</li> <li>• Minimum PhD – state (if so, cannot hire ABD or Masters level only).</li> <li>• If 'PhD preferred' – state</li> <li>• Experience – state minimum # of years + area</li> </ul>                                      |       |
|  | Application package                          | <ul style="list-style-type: none"> <li>• List items to be included (CV, Writing Sample, Letters of Recommendation, other (specify – e.g. proof of license etc)</li> </ul>  |       |
|  | Time-lines                                   | <ul style="list-style-type: none"> <li>• State deadline of application e.g. "priority will be given to applications postmarked [date] and continue until..." or "screening will begin [date] and continue until position is filled"</li> <li>• Include a job start date</li> </ul>   |       |
|  | Method of submission                         | <ul style="list-style-type: none"> <li>• State (preferred) method of submission – electronic, snail mail, fax, hand delivery</li> </ul>  |       |
|  | Contact Info<br><br>Boiler plate language    | <ul style="list-style-type: none"> <li>• Provide name of main contact person (Chair, Dean, other)</li> <li>• Provide full contact info (including mailing address, email address, phone &amp; fax #s)</li> <li>• includes:               <ol style="list-style-type: none"> <li>a) Diversity/eeo statement</li> <li>b) Identity/founding principles of the school</li> <li>c)</li> </ol> </li> </ul> |       |