Are there resources and templates available?

The example with the 3 tips for the student worker is a template Debbie recently created. There are templates available out there, but she is in the process of creating new templates to be geared towards staff, faculty, students, and the various colleges.

One way of thinking about a job posting is showcasing the organization and all of the great things the organization does. In Recruiting 2.0, which refers to the social media age of recruiting, the emphasis is really on the job seeker instead. So the top paragraph is less about the University and more about the job seeker and what we can do for the job seeker so we can make sure to grab their attention. This doesn’t mean we don’t include great information about the University, but since we want to make sure we grab the job seekers’ attention first, it may mean we change where we include that information.

For faculty positions, we want to talk more about the University’s accolades and research and so on because that will attract faculty candidates. For staff members, that might not be what attracts them; they might be more attracted to something else. Similar situation with students.

More templates will be coming out soon!

If the recruiter(s) make any changes to the job posting, is the Hiring Coordinator notified in any way?

We will look to see if there are any automatic emails that go out to the Hiring Coordinator via SuccessFactors. We don’t believe any notifications go out, but we will look into it and find a way to communicate it if SuccessFactors does not.

Have any discussions been had with the international group regarding job postings for faculty and staff? We have to be careful about language we use for visa application reasons.

Not yet because we have not yet worked on those templates. But we will eventually have different versions – so you might have one version for students and another version for international students. We need to do some investigating into what this entails and what we can put out there. We’ll have a lot of choices for you and will be able to give you some advice on what’s the best choice for the job you’re hiring for.