Job Postings
Setting the “tone”

Job description – beyond the characteristics

Essential duties – give some examples

Minimum Qualifications – cannot be below what is established by HR Compensation

Ideal Qualifications – please refer to ISSO guidelines
Creating the Requisition

• When creating your requisition in SuccessFactors you are creating your ad for job boards.
• Use templates which are located on the Talent Acquisition website.
• Once a position posts to a job board make sure you review the ad and keep a copy for your records (essential for hiring international.)
BEWARE – copy and paste

- Use word to double check spelling
- Check YOUR font
- Do not use Excel !!!!!!
How does your ad “read”
JOB TITLES

• Official UC Flex HR Title
  – Financial Admin 1
• Internal Descriptive Title
  – Timekeeper
• External (meaningful) Title
  – Administrative Business Coordinator
Internal/External/Both

Where do I post?

• All student positions are External postings only. Can be private for directed hires.
• Internal – it depends
  – Union rules: 1st 10 days
  – OEO Waiver for UC Employees only
• External – expand your pool
What is a job board?

- A job board is a website which posts jobs supplied by employers. Employers typically pay a fee to the job board in exchange for the opportunity to list their jobs on the site.
Automatic Job Boards
Ohio Means Jobs, Opportunities for Ohioans with Disabilities, and Veterans Advantage
Custom Feeds

Custom Feeds – High traffic job boards and a cost is associated to post the requisition. The hiring coordinator selects the custom feed job board.

Our custom feed job boards are:
• Career Builder (feeds to 30+ diverse websites)
• Dice
• Glassdoor
• Indeed
• Linkedin
Additional advertising

1. The Hiring Coordinator picks additional websites and/or venues.

2. Your Recruiter will send additional ads.

3. Must include your recruiting budget $$$$$$.
Where can you find the cost per ad?

- Click on the blue help bubble within the requisition
Ads placed by your Department

Typically, these are free job boards or websites associated with your individual department memberships and no fee is charged.