



Faculty, Adjunct, Postdoc JOB REQ QUESTIONNAIRE

This document has been prepared to assist you in completing the questionnaire that populates once a Job Req has been created for Faculty, Adjunct, and Postdoc Positions.

The questionnaire only populates for Job Requisitions that have a reason of **“Post for Competitive Fill”** or **“Post Internally Only”**. The questionnaire will route to the HR Partners assigned to the Supervisory Organization where the Job Requisition was created.

Question Body:	Notes:
Please provide the name(s) of the Recruiting Partner(s) for this specific recruitment.	The RP will be responsible for advancing and declining candidates throughout the recruitment process. Typically, this person is an assistant to the hiring manager.
Please provide the names of at least three search committee members for this position.	Search Committee members are required for Faculty positions. Search Committee members are only able to view applications, they cannot take action on the members. For Adjunct or Postdoc positions, please enter N/A.
Provide the proposed posting close date for this recruitment. Applicants will not be able to apply after this date.	Enter the date you would like to have the job unposted. Once unposted, applicants will not be able to apply.
Please enter the minimum qualifications for the position as you want it displayed to the applicant.	This is where you enter the qualifications, experience, and soft skills required for the job. Ex: Master’s degree in Electrical Engineering required at time of application. Must have experience teaching graduate level courses... Research in...strongly preferred.
Enter the salary range as it should be displayed to applicants.	This is where you enter the salary range you are able to pay for the position. Candidates will see this range when they are applying to the position. For Faculty recruitments we suggest posting “Commensurate with experience” in lieu of entering a range.
Reference Letters: Will candidates be required to submit/attach reference letters as part of their application?	If reference letters must be submitted, then the department must provide a contact person and email address to where the reference letters should be sent to.
Enter any special instructions that should be displayed to the applicants (i.e. letters or recommendation, additional attachments, etc.)	All candidates for Faculty and Postdoc positions are required to attach their CV, Letter of Interest, and their transcripts. When answering this question, only enter the attachments that should be added in addition to what is already required.
Is this a tenure or non-tenure track position?	Please enter this for Faculty positions. For Postdoc/Adjunct, please select N/A.
When is the degree required to be completed by?	Enter if the degree must be completed at the time the candidates submits their application or if the degree can be completed by time of appointment.
What is the proposed start date for this position?	Please enter the semester and year this position would start, if filled.
Would you like to place any outside advertising?	If you would like to advertise this recruitment on other websites/sources, please enter yes and then include the additional sources in your answer.
Additional Notes/Comments for Recruiter	Please provide any additional information for us to know.