# Posting Checklist for State Classified Positions

| Posting Field and Description *\* indicates a required field* | Department Response |
| --- | --- |
| **Line Number\*** |  |
| **Departmental Operating Needs**  *Use this to define specific attributes that candidates need to be successful in this position and meet the needs of the department.* |  |
| **Work Hours\*** |  |
| **Salary Range\***  *Please put the hire rate for the salary grade.* |  |
| **Appointment Term\*** | Choose an item. |
| **Position Type\*** | Choose an item. |
| **Campus\*** | Choose an item. |
| **Contact Name\***  *The contact will be listed on the posting to answer applicant questions.* |  |
| **Contact Title** |  |
| **Contact Phone/Extension\*** |  |
| **Contact Email\*** |  |
| **Date to be Filled**  *This is the date you anticipate the position will be filled by. Go to our website for* [*information on developing a timeline*](http://www.buffalo.edu/administrative-services/managing-people/managing-hr/recruitment-toolkit/for-hiring-managers.html#develop-a-timeline)*.* |  |
| **Number of Vacancies\*** | Choose an item. |
| **Special Instructions Summary**  *Use this section to provide any special instructions you may have for applicants.* |  |
| **Advertising Sources**  *Identify any advertising sources you will be using for this posting. Go to our website for* [*information on advertising*](http://www.buffalo.edu/administrative-services/managing-people/managing-hr/recruitment-toolkit/for-hiring-managers.html#advertise-for-inclusive-excellence)*.* |  |
| **Diversity Outreach Recruitment Summary\***  *Use this section to identify any additional outreach you will be doing or outline the training that will be provided to the search committee.* |  |
| **Supplemental Questions**  *Supplemental questions can be created to ask applicants questions as part of their application process. Questions can be open-ended or closed-ended. Disqualifying questions can be used to disqualify applicants who do not meet the minimum qualifications.* |  |
| **Optional Documents Needed to Apply**  *List any optional documents that you would like applicants to include as part of the application process. Common documents include resume, cover letter, contact information for references, etc.* |  |

**Search Committee\***

*You must establish the complete search committee including the committee chair prior to posting the position. Go to our website for* [*information on forming a search committee*](http://www.buffalo.edu/administrative-services/managing-people/managing-hr/recruitment-toolkit/for-hiring-managers.html#form-a-search-committee)*. Go to our website for* [*information on providing search committee training*](http://www.buffalo.edu/administrative-services/managing-people/managing-hr/recruitment-toolkit/for-hiring-managers.html#provide-search-committee-training)*.*

| **Name** | **Email** | **Chair?** |
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