# Posting Checklist for State Professional Positions

| Posting Field and Description*\* indicates a required field* | Department Response |
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| **Line Number\*** |  |
| **Salary Range\****The salary range must be at or above the minimum salary for the salary grade. Go to our website for* [*information on salary*](http://www.buffalo.edu/administrative-services/managing-people/managing-hr/recruitment-toolkit/for-hiring-managers.html#determine-the-salary)*.* |  |
| **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\*** |  |
| **Deadline for Applicants\****This is the date the posting will closed from the web. Please specify if you would like this posting to be posted for internal applicants only.* |  |
| **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.* |  |
| **Online Reference Collection***If using online reference collection, the system will generate an email to the applicant’s references requesting them to upload reference letters. You can select the number of references you would like and the workflow state that they will be requested at.* | Choose an item. |
| **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.* |  |
| **Required Documents Needed to Apply***List any required documents that applicants must include as part of the application process. Common documents include resume, cover letter, contact information for references, etc.* |  |
| **Optional Documents Needed to Apply***List any optional documents that you would like applicants to include as part of the application process.*  |  |

**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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