

Staff Job Posting Checklist

Use this checklist when creating job postings for Staff (A&P or USPS) positions. The following Description Type categories are available in the Postings page of the job opening. To effectively advertise the position, the categories in the Required section must be included in the job opening. Any categories in the Optional section that more fully describe the position should be included to attract a robust applicant pool.

Categories marked with an asterisk (*) indicate a standard statement must be chosen from the Template drop-down menu across from the Description Type. For the remaining categories, the department must enter the information.

Required:

- Department** *(Include hyperlink to department's website.)*
- Responsibilities** *(From PD - provide good overview or all details.)*
- Qualifications** *(Include Class Spec/PD required education, experience, licensure/certification if applicable, and physical ability if applicable.)*
- *University Information**
- *FSU Total Rewards**
- *How to Apply** *(General Application Instructions template. Add any other requirements for uploads.)*
- *Veterans' Preference** *(Applicable to USPS positions only.)*
- *Considerations** *(Staff template - Pay Plan and Background Check language default. Add any other pertinent information, such as: Open until filled; schedule deviations; if position is designated Remote; option for Hybrid work schedule; Financial Disclosure; etc.).*
- *Equal Employment Opportunity**

Optional:

- Preferred Qualifications**
- Other Information**
- Helpful** *(Can include - who is an ideal candidate, what a typical day is like, and what to expect within first 60 - 90 days.)*
- Contact Info**

- **Anticipated Salary Range** (*recommended to list a minimum starting salary, commensurate with education and experience. Example: "\$40,000, commensurate with education and experience."*)

Additional Language Key:

- **Open Until Filled:** This position is being advertised as open until filled.
- **Remote:** This position has been designated as eligible for remote work based on the current position/job functions
- **Hybrid:** This position is based in Tallahassee, FL and is eligible for a hybrid work schedule.
- **Financial Disclosure:** This position requires annual Financial Disclosure based on Florida Statutes 112.3144 and 112.3145.

Always check spelling, grammar, & punctuation. Ensure formatting is consistent.

Refer to OMNI Training Guide for [Creating a Job Opening](#) for more details.