

Sample Advertisement

Below is a sample Staff advertisement. This format should be followed with every Staff ad that is placed. Placing an ad (see [Commonly used publications for recruitment ads](#) list) for a posted vacancy is at the department's discretion and is not required.

SAMPLE:

Human Resources Representative, position #36400, requires Bachelor's degree or high school and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience. Prefer recruitment experience. Bi-weekly salary \$965.52. To apply, visit our website at <http://www.jobswithucf.com> to complete a UCF Staff Online Employment application by 11:59 pm, state closing date. No faxes or resumes will be accepted in lieu of completed applications. EEO/AA.

Below are some criteria in writing the ad for your department:

"Human Resources Representative, position #36400,"

This denotes the title of your position as set forth by its UCF classification and the position number that was assigned when the position was established. Internal (working) titles may only be used when they have been approved in advance by Compensation.

"requires Bachelor's degree or high school and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience."

This is the minimum qualification for the position, and this statement must be included in its entirety. The class specification can be found on the [Compensation](#) webpage. The minimum qualifications are located at the bottom of the class specification.

"Prefer recruitment experience."

Departments may list preferences based on the needs of the position. For example, this position works in recruitment, and the department is looking for someone with that background. Preferences are not required to be listed by the department; however, if they are, they must be EEO compliant. If you are unsure if it meets this qualification, contact recruitment for assistance.

"Annual salary \$27,004.76."

Departments should list only the annual salary for the position. This can be found on the web under the HR Compensation, Staff Pay Plan.

"To apply, visit our website at <http://www.jobswithucf.com> to complete a UCF Staff Online Employment application by 11:59 pm, state closing date. No faxes or resumes will be accepted in lieu of completed applications. EEO/AA."

This must be placed in the ad in its entirety to avoid confusion and expedite your recruiting process. The only item that will change is the closing date.

Revised March, 09.