

## Position Posting Checklist

- Have you gone back to ensure that all information is filled out completely and accurately? Once a post is live, you will not be able to make changes.**
- Under Appointment Type: please only use Fixed Term or Continuing. Do not use Tenure or Tenure-track. This field is reportable.
- Include an Anticipated Start Date (this is important for our Internal Reports). This field is required and should be more than 30 days out from the date the post goes live. Positions must be active for a minimum of thirty (30) full calendar days.
- Two Advertising sources is a minimum requirement; please advertise more broadly if feasible. HERC and Circa do not count toward the advertising requirements.
- External advertising must be active for a minimum of thirty (30) full calendar days.
- Skip *Position Term Length* when the posting is a time limited position and include the end date in the *General Notes* field. Only put the date in the General Notes field in this format: 00/00/0000.
- Do not place any text beyond the End Date (when applicable) in the General Notes field. If there are notes you want to keep with the posting, type them as a word document and upload them using the File Upload option in this section – uploaded files are not viewable by applicants.
- Have you selected an open date at least one day after the post has been approved? Submit the draft post for review by the Unit Administrator who should **pay close attention to the Open Date which should be at least one day after the Unit Administrator approves the post.**

Last Updated: 1/12/2026