Job ad Check list

	Item	Explanation	Check
	Title	• Include Job title	
	Language	- job seeker ≠applicant ≠candidate - use: "interested individual" - passive – the job requires (not " individual must have") - Full time? Tenure track? Part time?	
	Primary Responsibilities/ Job Description	• This individual will be responsible for teaching…, provide graduate student supervision,… as well as engage in scholarship…	
	Minimum Requirements	• State clear minimum requirements including all Bona Fide Occupational Qualifications • If ABD - state completion date • Minimum PhD – state (if so, cannot hire ABD or Masters level only). • If 'PhD preferred' – state • Experience – state minimum # of years + area	
	Application package	• List items to be included (CV, Writing Sample, Letters of Recommendation, other (specify – e.g. proof of license etc)	
	Time-lines	• State deadline of application e.g. "priority will be given to applications postmarked [date] and continue until…" or "screening will begin [date] and continue until position is filled" • Include a job start date	
	Method of submission	• State (preferred) method of submission – electronic, snail mail, fax, hand delivery	
	Contact Info	• Provide name of main contact person (Chair, Dean, other) • Provide full contact info (including mailing address, email address, phone & fax #s)	
	Boiler plate language	• includes: a) Diversity/eeo statement b) Identity/founding principles of the school c) Reference(required commitment) to the mission statement	
	More info	• Provide url for more info on school, department, etc	