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| This form will be used for all replacement job postings that have no change to job code. Send the completed form to [employment@umsl.edu](mailto:employment@umsl.edu). UMSL HR will review and send the form directly to HR Shared Services for posting.  **Justification:**  If your job is going through the Justification Committee, please complete and send this form as instructed above **after** receiving approval the Justification Committee.  Approved at Justification: Click or tap to enter a date. | | | |
| **Job Information** | | | |
| **Replacement** | | **New** | Number of Openings: | |
| **Faculty:** | | **Staff:** | |  |
| **Position Number(s):** | | | | |
| **University Title/Job Code:** | | | | |
| **Division:** | | | | |
| **Home Department:** | | | | |
| **Benefit Status:** | | Choose an item | | |
| **Standard Hours/FTE:** | | Choose an item | | |
| **Employee Being Replaced (Name & Employee ID):** | | | | |
| **Desired Start Date:** | | | | |
| **Supervisor Name:** | | | | |
| **Funding Source:** | | Choose an item | | |
| **MoCode/Charfields:** | | | | |
| **Work Address/Phone:** | | | | |

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| **Authorizations** | |
| **CSD Leader:** Click or tap here to enter text. | **Obtained Approval** |
| **Business Manager:** Click or tap here to enter text. | **Confirmed Funding with Business Manager** |
| **HR Partner:** Choose an item. | **Obtained Review** |

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| **Hiring Team** |

**Hiring Manager/Interviewer/Search Committee**

Interviewer/Search Committee evaluates candidates for opening(s). At least one name needs to be listed.

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| Name | Empl ID |  |
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**Interested Party**

Interested Party may need or want to monitor the hiring process.

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| Name | Empl ID |  |
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| **Job Posting (Enter information exactly as you want to have it posted on the UMSL website)** | | |
| **Posting Title:** | Use the university title or a working title that is in line with the job classification. Other classified titles cannot be used |
| **Job Description:** | Click here to enter the job description |
| **Hiring Range:** | Click here to enter the salary range |
| **Work Hours:** | Click here to enter expected or anticipated hours/shift |
| **Minimum Qualifications:** | Entered by Recruiter from Job Code Detail |
| **Preferred Qualifications:** | Click here to enter preferred qualifications |
| **Application Materials:** | Click here to enter required application materials (e.g., writing sample) |
| **Posting Duration:** | 2 Weeks  3 Weeks  4 Weeks  Faculty – Open until filled |
| **Target Audience:** | Choose an item |

**Would you like to include any additional information in your job posting to attract candidates?**

(appropriate EEO, diversity, and Total Rewards information will automatically be added to all job postings in eRecruit)

Other: Click to enter promotional information for your department

We will also include the following information about UMSL: *As one of the most culturally and ethnically diverse campuses in Missouri, UMSL is committed to maintaining a climate where all students, faculty, staff and visitors can explore their interests, refine their talents and flourish.*[*Inclusive excellence*](https://www.umsl.edu/stratplan/inclusion.html)*is embedded in our strategic plan which focuses on actions to recruit and retain diverse students and employees and promote activities that encourage civil and constructive discourse, reasoned thought and sustained dialogue in an environment of****inclusion****, respect and appreciation.*