|  |  |  |  |
| --- | --- | --- | --- |
| This form will be used for all staff job postings.  If the posting does not require Justification Committee approval, CSD leader and Business Manager approvals are required. After appropriate approvals are obtained, please send the completed form to [employment@umsl.edu](mailto:employment@umsl.edu).  If the posting requires Justification Committee approval, please refer to the [Justification](https://www.umsl.edu/services/hrs/hrprocesses/justification.html#:~:text=UMSL%20currently%20uses%20a%20Justification,compensation%20increases%2C%20and%20comparable%20changes.) process. Do not submit this form without Justification Committee approval.  If the posting has been approved by the Justification Committee, please send the completed form to [employment@umsl.edu](mailto:employment@umsl.edu) after receiving approval from the Justification Committee. | | | |
| **Job Information** | | | |
| **Replacement** | | **New** | **Number of Openings:** | |
| **Position Number(s):** | | | | |
| **HR Title/**[**Job Code**](https://compsearch.umsystem.edu/)**:** | | | | |
| **Working Title (if different from HR Title):** | | | | |
| **Division Name (CSD)/Code:** | | | | |
| **Department Name/Code (Node):** | | | | |
| **Benefit Status:** | | Choose an item | | |
| **Standard Hours/FTE:** | | Choose an item | | |
| **Employee Being Replaced (Name & Employee ID):** | | | | |
| **Desired Start Date:** | | | | |
| **Supervisor Name and Position Number:** | | | | |
| **Anticipated Hiring Range (budgeted position amount or GGS minimum to mid-point):** | | | |  |
| **Funding Source:** | | Choose an item. | | |
| **Project Number (for grant funded positions):** | | | | |
| **MoCode/Chartfields:** | | | | |
| **Work Address (on-campus building or off-campus address):** | | | | |

|  |  |
| --- | --- |
| **Authorizations** | |
| **Approved at Justification (insert month):** |  |
| **CSD Leader:** Click or tap here to enter text. | **Obtained Approval of CSD Leader** |
| **Business Manager:** Click or tap here to enter text. | **Obtained Approval of Business Manager** |
| **HR Partner:** Click or tap here to enter text. | **Obtained Review of HR Partner** |

|  |
| --- |
| **Hiring Team** |

**Hiring Manager/ Interviewer/Search Committee**

Interviewer/Search Committee evaluates candidates for opening(s). Requires at least one name (e.g, Business Manager).

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Interested Party**

Interested Party may need or want to monitor the hiring process. Your business manager is automatically included.

|  |  |  |
| --- | --- | --- |
| Name | Empl ID |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Job Posting (Enter information exactly as you expect to see 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:**  Ranges are typically from the low to mid-point of the range.  Pay range can be found at: <https://www.umsystem.edu/totalrewards/compensation/pay_matrices>  GGS level and HR Job Title can be found at: <https://compsearch.umsystem.edu/> | Enter pay range, GGS Grade, HR Title below. Regarding the pay range, for the minimum, HR will list the minimum as defined by the unit based on the unit’s budget which may be above the minimum of the GGS pay range. Likewise, the upper end of the pay range should be based on the unit’s budget. Pay commensurate with education and experience.  Anticipated Hiring Range:  Grade: GGS-XXX  University Title:  Internal applicants can determine their university title by accessing the Talent Profile tile in myHR. |
| **Work Hours:** | Click here to enter expected or anticipated hours/shift. |
| **Minimum Qualifications:**  Copy from UM Job Code Detail: <https://compsearch.umsystem.edu/> | Click here to enter expected or anticipated hours/shift. |
| **Preferred Qualifications:** | Click here to enter preferred qualifications |
| **Application Materials:** | Click here to enter required application materials (e.g., writing sample) |
| **Posting Duration:** | All jobs will be posted as Open Until Filled unless noted below.  Click here to enter job posting close date if not “open until filled”. |
| **Internal/External Posting:** | Choose an item |

**All postings will 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.

**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 here to add information about UMSL, CSD, and/or unit

**All staff postings will include the following information unless discussed with HR prior to the job being posted:**

Applicants must be authorized to work in the United States. The University will not sponsor applicants for this position for employment visas.

**Employee Referral Incentive**

All UMSL benefit-eligible staff positions will be eligible for the [Employee Referral Incentive](https://www.umsystem.edu/ums/rules/hrm/hr100/hr126) with the exceptions of selected positions in the Center for Behavioral Health (CBH) as indicated below.

This position is in the Center for Behavioral Health and is not eligible for the Employee Referral Incentive.