



Job Advertisement Checklist

Description of Job

Done?	Task	Responsible Party	Target Date
	1. Position title (descriptive, working, or official) and rank and tenure status.	Search Committee Chair	
	2. Position summary including responsibilities.	Search Committee Chair	
	3. Reporting relationships.	Search Committee Chair	
	4. Information about the department, University, Albuquerque and NM that would attract candidates.	Search Committee Chair	
	5. Salary range (if desired).	Search Committee Chair	

Minimum Qualifications (Must Elicit Yes/No Response)

Done?	Task	Responsible Party	Target Date
	1. Knowledge, skills, abilities required for the job.	Search Committee Chair	
	2. Education (advanced degree and academic discipline).	Search Committee Chair	
	3. Licensure (if required).	Search Committee Chair	
	4. Experience (type, number of years, and academic discipline).	Search Committee Chair	

Preferred Qualifications

Done?	Task	Responsible Party	Target Date
	1. Special abilities or experience.	Search Committee Chair	
	2. Area of specialization within academic discipline.	Search Committee Chair	
	3. Research program.	Search Committee Chair	
	4. Years of teaching (graduate or undergraduate, class size, type).	Search Committee Chair	
	5. Experience working with diverse populations.	Search Committee Chair	

Examples of Application Materials Sought

Done?	Task	Responsible Party	Target Date
	1. Letters of Interest	Search Committee Chair	
	2. Curriculum Vitae	Search Committee Chair	
	3. Statement of teaching or leadership philosophy	Search Committee Chair	
	4. Samples of publications or other work, if appropriate	Search Committee Chair	
	5. References and their full contact information (may be requested of candidates selected as semifinalists)	Search Committee Chair	
	6. Letters of Recommendation (may be requested of candidates selected as semifinalists)	Search Committee Chair	
	7. Copies of transcripts (may be requested of candidates selected as semifinalists)	Search Committee Chair	
	8. Student evaluations (may be requested of candidates selected as semifinalists)	Search Committee Chair	

Information to be Provided to Applicant

Done?	Task	Responsible Party	Target Date
	1. For Best Consideration Date or Closing Date	Search Committee Chair	
	2. Position Availability or Start Date	Search Committee Chair	
	3. Point of Contact for Information (Search Coordinator, Hiring Official, Search Committee Chair)	Search Committee Chair	

Ad Placement

Done?	Task	Responsible Party	Target Date
	1. Place ad in places most likely to attract appropriate applicants	Search Coordinator	
	2. Place ad in targeted recruitment resources	Search Coordinator	
	3. Determine where in the printed media the ad will appear and under what heading	Search Coordinator	
	4. Size the ad to reflect the type of position in question, the relative availability of applicants	Search Coordinator	
	5. Seek advice and assistance from the staff of the publications in which ads were placed	Search Coordinator	
	6. Seek advice and assistance of OEO regarding targeted recruitment	Search Coordinator	