The Vacancy Announcement

After the recruitment packet materials have been completed and sent to Human Resources, the job description is classified. The Recruiter and Classifier work closely with the manager to ensure that the job description is accurate and includes all necessary components. The information submitted on essential job functions, specialized skills, physical requirements (if applicable), etc., provide Human Resources with the information needed to post a vacancy announcement and advertise the position. Carefully consider minimum qualifications, specialized skills required, and desirable qualifications. This section contains information the hiring manager and search committee will use to develop criteria for screening applications and preparing interview questions.

The Vacancy Announcement specifies the essential duties/responsibilities to be performed and the required/preferred qualifications as articulated in the Position Description. The hiring manager completes the Vacancy Announcement and the assigned Recruiter work directly with the contact person to ensure it is accurate and clear. The Vacancy Announcement form and detailed instructions can be found on the website, http://www.csufresno.edu/humres/forms.html. It is important to use the appropriate form based on the nature of the position: Management/Confidential, Classified, or Athletic Corporation positions. Templates for each style are provided electronically by staff in Employment Services.

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