

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Job Posting Addendums		DATE	DEPARTMENT
DEPT CONTACT/PH	HIRING MANAGER/PH	JOB TITLE	POSITION NUMBER
Human Resources require that the hiring department review and answer all applicable questions on this Job Posting Addendum form before posting the job requisition. Job addendums are required to clearly identify the job criteria, and assist in attracting the most viable applicants. Contact your Employment Representative if you want or need assistance.			

Competencies:

1. What are the most critical responsibilities applicants must have?
2. What skills and qualifications are required?
3. What skills and qualifications do you prefer, but are not required?
4. List the technical skills that are required and or preferred?
5. In what specific areas do the applicants need to have experience?
6. What are the three-five most important traits/skills a prospect MUST have?
7. What are you willing to give up in the requisite list of skills, if applicant has 90% percent of the desired skills?
8. If the job requires a degree, will you accept an equivalent combination of relevant education and experience or degree only?
9. Are there transferable skills you would accept? If so, please list the transferable skills?
10. Is there a certain industry you are looking for the applicants to be from?
11. List any physical requirements that are essential to perform the job? Occasional physical requirements should be listed as well.

Candidate

1. Are you looking for internal applicants only or internal/external applicants?
2. Are you soliciting referrals?

Posting

1. What is your time-to-fill date?
2. List your Posting Specific Questions.
3. Would you like to create job disqualifiers? (must be approved by HR)
4. List additional Job Addendums not answered in the previous questions.
5. What documents submittals by the applicants are required for this position?
6. What is the level of screening you request for this position?

Advertising:

1. Will you be advertising for this position?
2. If yes, have you submitted the job posting to HR for approval?
3. Will you need assistance posting externally or identifying appropriate job board-sites?