

How To Write An Effective Job Advertisement

By: Human Resources-
Employment



Writing Your Job Ad



- ◉ There are four sections when writing your job ad that require your attention:
 - Please Note
 - Essential Duties
 - Minimum Qualifications
 - Desired Qualifications
- ◉ Be specific - the more detailed posting the easier it will be to screen applicants.
- ◉ Using the KSAs from the PDQ can help write the perfect posting.

Please Note



- Use this section to describe anything that candidates need to know.
 - The hours/days of week of the position if not a standard schedule.
 - If the position is grant-funded or on a calendar.
 - Specific weight lifting restrictions.
 - If there is more than one position available.
 - Position location if not in Laramie.

*Description Type: Please Note

Description ID:

Description:

There will be two cook positions available.

This position may require some evening and/or weekends.

*Description Type: Please Note

Description ID:

Description:

This position may be required to work after hours and weekends for snow removal and other event support.

*Description Type: Please Note

Description ID:

Description:

This is an at-will grant funded calendar position which works 217 days a year. . There will be a number of positions filled in High Schools within Wyoming.

Essential Duties



- This section automatically transfers over from the PDQ.
- Departments may streamline the duties to remove information that is defining the duty.
- Please do not add or remove job duties to this section.
- Essential duties can be used when screening applicants.

PDQ Essential Duties vs. The Ad's Essential Duties

Essential Duty Summary

Establish and maintain experiments (80%)

Establish and maintain field, greenhouse, and laboratory experiments, including collecting and organizing data.

Assist with extension programs (10%)

Assist with extension programs for agricultural producers, industry professionals, and the general public.

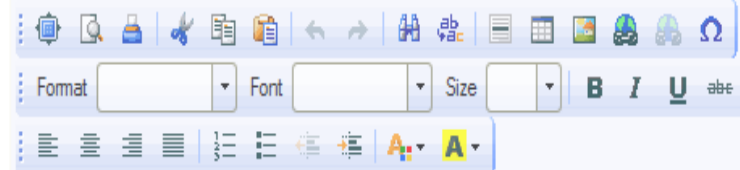
Review scientific literature for research projects (5%)

Review scientific literature for information and techniques needed for research projects.

Supervise, schedule, and train part-time employees (5%)

Supervise, schedule, and train part-time employees in duties pertaining to experiments.

Essential Duties



Establish and maintain field, greenhouse, and laboratory experiments, including collecting and organizing data.

Assist with extension programs for agricultural producers, industry professionals, and the general public.

Review scientific literature for information and techniques needed for research projects.

Supervise, schedule, and train part-time employees in duties pertaining to experiments.

Minimum Qualifications



- The degree and years of experience will come from the PDQ.
 - The degree can be specific i.e. Bachelor's Degree in Accounting or a related field.
 - The years of experience must remain the same, however you can add equivalent combination of education and experience.
- Please describe what 'comparable experience' means to your department.
- Any licensure requirement will automatically fill from the PDQ. Departments can add additional requirements or the ability to obtain within a certain timeframe.
- Every advertisement will contain the following statement "excellent interpersonal, written and/or verbal communication skills."

*Description Type: Minimum Qualifications
Description ID:
Description:

HS Graduate or GED and one year of warehouse experience.

Excellent oral, written and interpersonal communication skills.

Valid Driver's License with a motor vehicle record that is compliant with the University Vehicle Use Policy Found at: <http://www.uwyo.edu/auxserv/fleet/Official-Vehicle-Policy/OVP.pdf>

Ability to obtain HazMat Shipping Certification within six months of hire.

*Description Type: Minimum Qualifications
Description ID:
Description:

Associate Degree and two years of general office experience.

Excellent interpersonal, written, and/or oral communication skills.

*Description Type: Minimum Qualifications
Description ID:
Description:

High School Graduate or GED and two years of work related experience detailed below.

Experience with Microsoft Office Suite, supervisory, and/or customer service skills.

Excellent interpersonal, written and/or oral communication skills.

Ability to work in a professional team environment.

Valid Driver's License with a motor vehicle record that is compliant with the University Vehicle Use Policy found at <http://www.uwyo.edu/auxserv/fleet/Official-Vehicle-Policy/OVP.pdf>.

Ability to pass drug screening(s).

Desired Qualifications



- This portion of the job posting comes across blank. Departments will need to add skills/abilities/experience/education.
- Desired qualifications need to be job related and must related to the essential duties of the position.
- You can include a certain amount of years experience or a degree, over and above the minimum qualifications.
- Be specific as desired qualifications can be used to screen applicants if you choose.

Good Example

*Description Type:	Desired Qualifications
Description ID:	
Description:	 Format Font Size B <i>I</i> <u>U</u> abc  Associate Degree in Accounting. Experience with Microsoft Office (excel, word, access) Previous knowledge of grant management including cost share and indirect cost. Noted previous accounting experience that includes balancing spreadsheets and reconciling accounts. Experience with University accounts payable procedures and forms for procurement cards, travel reimbursements, purchase orders, etc.... Records maintenance experience. Data entry experience. Knowledge of payroll practices as it pertains to grant budgets. Experience with PeopleSoft in relation to Pistol, HRMS, and Banner systems.

Helpful Wording



- ◉ Banner = student information systems.
- ◉ UW experience = higher education setting.
- ◉ PeopleSoft HR = experience with HR information systems.
- ◉ Pistol = On-line financial systems.

Questions & Answers?

