Pre-Posting Checklist
Use this resource to help you start with the hiring process.

1. Which ATS should the search be posted in?
   a. Are you hiring only students? If so, Handshake. Contact Career Services: 
      https://career-services.usu.edu/about/contact-us
      i. Phone: 435-797-7777
      ii. Email: career.services@usu.edu
   b. Are you hiring students and/or non-student employees? If so, iCIMS. Contact 
      Business Services or HR for questions.

2. Position Expectations
   a. What responsibilities has this role completed in the past?
   b. Do we want to add/remove any responsibilities?
   c. Has this role significantly changed? Do we need to rebuild the title?

3. Working title vs. Banner title
   a. Banner title: Official University title. A list of Banner titles is available at 
      https://hr.usu.edu/compensation/classifications. This is the internal title and 
      may also be used as the working title. Posting information needs to be 
      consistent with this title (PCLS, Exempt status, minimum qualifications, salary 
      grade, etc.).
   b. Working title: Day-to-day title. Could be the Banner title, could be a title that is 
      more widely recognized in the field.

4. Position number
   a. Do we have a vacant position number?
      i. Work with your Business Services to determine the following:
      1. If not, we need to create one via a New Position Request. Work 
         with Business Services to complete this process in ServiceNow. 
         Ensure we have the budget for this position.
      2. If we do, do we need to rebuild the position number? This 
         process is needed if the title/responsibilities/qualifications have 
         substantially changed and now fit a different Banner title. Work 
         with Compensation in HR to have this approved.
      b. Consider the workload and department’s needs and possibility of creating two 
         positions instead of one (or splitting the position into non-exempt or hourly 
         positions?)

5. Compensation
   a. What is the salary grade for this title?
      i. Refer to USU job description for salary grade (based on Banner title)
      ii. Consider internal equity and current job market
   b. How much do we have budgeted for this position?
      i. How flexible can we be on this? What is the most/least we would pay? 
         Consider less experienced/entry-level candidate as well as very 
         experienced/educated candidate
ii. May want to discuss moving allowances.
iii. May want to discuss communication allowances.

   d. Compensation communication with candidates
      i. Are we going to advertise the salary? If so, we are held to the amount we list. If not, when are we going to communicate it?
      ii. Difference between budgeted vs. advertised salary
          2. Advertised: Published field.
      iii. Consider advertising realistic amount (minimum on lower paying jobs)

6. Search type
   a. External—most common
   b. Internal—needs to be approved by HR Employment Team

7. Qualifications
   a. What qualifications did the past incumbent have?
   b. Do we need someone with different qualifications?
   c. Do we need to change the qualifications of the position?
   d. Does the new employee need these qualifications at the start of employment, or within XXX months of hire?
   e. Do we need someone who has advanced skills and is ready to assume all responsibilities or do we want someone who we can train and develop?

8. Application documents
   a. Which documents do we need upfront to assess minimum and preferred qualifications (i.e. Resume, writing sample)? Which documents can we wait to receive from the top candidates (i.e. Letters of Recommendation)?

9. Advertising
   a. Available budget, diversity outreach, ROI, etc.
   b. Required/automatic advertising—HR places and retains these
      iv. Exempt/Faculty jobs must be posted on HigherEdJobs.com
      v. All jobs are automatically posted to DWS
      vi. LocalJobNetwork.com jobs are automatically posted
   e. Additional paid advertising through job boards or field specific publications or websites
   f. Roles
      i. HR will place and retain any that are requested through ATS
      ii. Department can place additional ads but they are responsible for retaining them in a shared place for 3 years

10. Establish Committee
    a. Non-benefited hourly best practice is Committee Chair + 1
    b. Non-exempt best practice is Committee Chair + 1
    c. Exempt requirement is Committee Chair + 2
    d. Faculty requirement is Committee Chair + 4 (majority being current Faculty)

11. Establish interview timeline & committee roles
    a. Discuss start date for position
    b. Discuss committee availability
c. Discuss interview timeline, etc.
d. Review date-do we want someone ASAP or do we have a longer timeline?

12. Optional: Contact Office of Equity for committee training on Diversity, Equity and Inclusion.

13. Proceed to the next section “How to write a Job Description”