Job Posting Common Verbiage

This document is intended to provide a list of suggested language for job postings. Please refer to the templates provided in iCIMS and/or the published job descriptions at https://hr.usu.edu/compensation/classifications for job-specific information. Please contact the Office of Human Resources with any questions.

Documents to be uploaded in the Candidate Profile

Documents that have been uploaded in the Candidate Profile can be viewed by all USU search committees and are not available for bulk download (except the Resume). Please list these documents first in the “Required Documents” section of the job posting.

- Resume to be uploaded at the beginning of your application in the Candidate Profile under “Resume/CV”
- Cover Letter to be uploaded at the beginning of your application in the Candidate Profile under “Documents 1-5”
- Documents that can be uploaded include: Writing Samples, Research Statements, Teaching Philosophy, Transcripts, Leadership Philosophy, Evidence of Teaching Effectiveness, Letters of Recommendation or Other documents.

Documents to be typed/pasted as iForms

Documents that have been submitted via iForms are job-specific and can only be viewed by the corresponding search committee members. iForms will only accept plain text (no photos, diagrams, etc.) and are available for bulk download. Please list these documents after all Candidate Profile documents in the “Required Documents” section of the job posting.

- Cover letter to be typed/pasted at the end of your application
- Class schedule to be typed/pasted at the end of your application under “Other Documents”
- Documents that can be typed/pasted into an iForm are: Cover Letter, Research Statement, Teaching Philosophy, Leadership Philosophy, Writing Sample, or Other.

Collecting Documents in Box

If you would like to collect reference letters anonymously, Box is an excellent resource. Follow the instructions provided at this link to create a shared Box folder:

https://hr.usu.edu/files/employment/Collecting%20Reference%20Letters%20in%20Box.pdf
Please note we are required to keep all search notes for three years. If you choose to collect documents via Box or any other method, please be mindful of this requirement and prepare accordingly. If you choose to collect documents via Box, you will need to create the Box folder and add wording to the “Required Documents” section of the job posting. Here is some example language:

For letters of recommendation, applicants are required to direct their referees to submit (upload) their confidential letters directly to a Box folder hosted by USU. The letters submitted on your behalf will be added to the documentation that you have already submitted.

Applicants will provide letter writers with the link: https://fakelink. Referee files should be labeled with the following the naming convention: “[JobAbbreviation]_[applicant last name]_[3 letters of first name]_[reference last name]”

(for example, “MathProf_Smith_Joh_Reflastname”)

**Review Date Information**

The review date is an internal field that is not viewable by applicants. If you would like to inform applicants of the review date, you will need to add wording to the body of the job posting in the “Overview” section. Here is some example language:

- Review of applications will begin January 1, 20XX and the position will remain open until filled.
- Review of applications will begin January 1, 20XX. Applications will not be accepted past this date.

**Commonly used ADA wording**

Please note the templates that are available in iCIMS and published USU job descriptions include job-specific ADA language in the “Work Environment and Physical Requirements” section. This wording has been approved and should be referred to when posting a job. This wording should be listed in the “ADA” section of the job posting, NOT the “Qualifications” section.

**General Office Work:**

Employees work indoors and are protected from weather and/or contaminants, but not, necessarily, occasional temperature changes. The employee is regularly required to sit and
often uses repetitive hand motions.

**Office Work with some physical requirements:**

Employees work indoors and are protected from weather and/or contaminants, but not, necessarily, occasional temperature changes. The employee is regularly required to sit and often uses repetitive hand motions. The employee is frequently required to reach with hands and arms and may lift and/or move up to 10 pounds.

**Indoor/Outdoor Duties:**

The environment and physical requirements may change depending on the specific function of the work each department performs. Incumbents may be in both indoor and outdoor environments. Indoors, in an office space, event space, or public space are protected from weather conditions, but not necessarily from temperature changes. Incumbents may nearly continuously sit and often use repetitive hand motion (such as typing).

Outdoors, incumbents may not be protected from weather conditions and may be exposed to extreme heat and extreme cold. Additionally, indoor or outdoor work environments may include being confined or in narrow spaces for periods of time. The incumbent may also be exposed to loud noises or vibrations from equipment, and conditions that may affect the respiratory system, such as fumes, odors, dusts, mists, gases, and poor ventilation. Bending, crawling, and crouching may be required. Incumbents may be required to lift, push, and/or pull objects up to 50 pounds and be required to walk and/or stand for long periods of time.

**Light Physical Duties:**

This position requires moderate physical effort. Employees must have sufficient strength to perform the duties and responsibilities of the position, including lifting up to 25 pounds, walking and standing. Employees must adhere to safety precautions and may be required to use protective equipment.

-OR-

Employees work indoors and are protected from weather and/or contaminants, but not, necessarily, occasional temperature changes. This position requires moderate physical activity, including the handling of objects up to 25 pounds and/or standing or walking more than one hour per day.
**Moderate Physical Duties:**

The position requires considerable physical activity. Employees must have sufficient strength to perform the duties and responsibilities of the position including heavy lifting (50 pounds) and/or pushing and pulling of heavy objects. Employees must be prepared to assume uncomfortable positions such as crawling, kneeling, and squatting. Additionally, the work environment can include confined or narrow spaces. Employees must adhere to safety precautions and may be required to use protective equipment.

-OR-

This position requires moderate physical activity. Employees must have sufficient strength to perform the duties and responsibilities of the position including moderate lifting (up to 50 pounds), walking, bending, stooping, kneeling, and squatting. This position requires nearly continuous standing, repetitive hand motions, and reaching overhead. Employees may be exposed to unusual elements including extreme temperatures, dust, fumes, smoke, unpleasant odors, and/or loud noises.

**Intensive Physical Duties:**

This position requires considerable physical activity. Employees must have sufficient strength to perform the duties and responsibilities of the position including heavy lifting (up to 75 lbs.) and/or pushing and pulling of heavy objects. Employees must be prepared to assume uncomfortable positions, such as crawling, kneeling, and squatting. Employees work outside and will not be protected from weather conditions, including extreme cold and extreme heat for extended periods.

Employees are exposed to hazardous conditions including, noise, vibrations from machinery, moving mechanical parts, moving vehicles, electrical current, exposure to chemicals, elevated work spaces, such as scaffolding, and atmospheric conditions that can affect the respiratory system, such as fumes, odors, dusts, mists, gases, and poor ventilation.