Job Advertisement
Draft Ad

JOB AD TITLE:	
POSITION #	
DEPARTMENT #:	
FUNDING SOURCE:	
POSTING DURATION:	
EXTERNAL AD NEEDED:	
HIRING COMMITTEE: List all members of the hiring committee. At least 3 are required	
REQUIRED TRAINING: FSU requires that anyone sitting on the hiring committee complete training before any interviews are scheduled.	To Access Staff Search Training: Staff Search Training registration instructions To Access Faculty Search Training: Faculty Search Training registration instructions

Background Check Questionnaire

Yes or No	Background Check Questions
	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?
	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?
	Is fingerprinting a requirement by granting agencies for grants and contracts?
	Will this person be working/volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?
	Will this candidate be required to drive a University-owned motor vehicle (including golf carts/ other utility vehicles) as part of their regular duties?
OPS: In Addition to the questions above, if this is an OPS opening, please also answer the questions below.	
	Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?
	Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?
	Will this person have control over University-wide operational processes through functional roles or system security access?
	Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?
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Job Advertisement Posting

Qualifications (this should include education, license and experience that are required to perform this job):

Preferred (this can include education, license and experience that are preferred but not required):

Responsibilities (for A&P and USPS positions, this comes directly from the approved Position Description):

THE FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

Department Info (Official Department Name and link to website if you want it visible):

Contact Info (Required for Faculty Only):

Other Information (Optional):

To better promote positions in this challenging market, we recommend including statements to include in the "Helpful" section of the job posting:

- The ideal candidate for the role
- What is a typical day/working environment is like
- What the employee can expect in the first 60 - 90 days

*Refer to [Navigating Recruitment in Today's Job Market](#) for an example and for more information.

Anticipated Salary Range (Optional):

CoM Personnel Services To Complete

Required	Standard Template	Required on
	Equal Employment Opportunity	Required on All
	Tobacco Free Campus	Required on All
	UniversityInformation	Required on All
	How to Apply	Required on All
	Pay Plan	Required on All
	FSU Total Rewards	Required on Faculty & Staff
	Contact Information	Required on Faculty
	Reference Letters	Required on Faculty
	Veterans Preference	Required on USPS
	Affordable Care Act	Required on OPS and Work Study
	Criminal Background Check	If Applicable
	Soft Money Funded	If Applicable
	Open Until Filled	If Applicable
	Financial Disclosure	If Applicable