This guide reviews the information the Hiring Manager and Search Committee will need to provide for entry in the Talent Management System. The person who enters the Job Posting into TMS will need to enter each of these items to start the search process. The Hiring Manager and Search Committee ideally work together to come up with the things on this list. Highlighted items will be visible to the candidates.

- **Approval Chain**: Identify the people in the Approval Chain; should match the Approval Chain from the 1-75 form. Members of the chain will review the Job Posting itself and approve it.

- **Primary Purpose**: What the person filling this position will be doing; what you will be hiring them to do. Why this position exists, and how it helps ISU fulfill its mission.

- **Key Responsibilities**: The main duties of the position. Not comprehensive, but should include main things employee will be doing. Use duties listed here to develop your hiring matrix.

- **Minimum Qualifications**: The bare minimum you will consider. Anyone without these things will NOT be considered a viable candidate, and their name will not show up in the list of viable candidates for review. Use these qualifications to develop hiring matrix.

- **Preferred Qualifications**: Qualifications that would enhance the candidate’s viability, but are not crucial. Some excellent candidates may not have these qualifications. Should be considered the qualifications of an ideal candidate, in a perfect world. Qualifications listed here can be on the matrix, but as bonus points.

- **Prescreening Questions**: The 2-4 questions the applicants see—and must answer—when they apply. Should address minimum and preferred qualifications; used to filter those who do not meet minimum qualifications. Once you have these questions, email them to your HR consultant and EEO/AA for approval. These questions must be written and approved before the Job Posting request is submitted and cannot be changed after the Job Posting request has been submitted.

- **Application Materials to be Submitted**: Things you want the applicants to submit electronically. The 3 standard requirements are a cover letter, resume/CV, and references. Additional materials might include transcripts, publication lists, teaching philosophy statement, research statement, etc. System can handle up to 12 different application materials.

- **Recruitment Sources**: External places you want to advertise this position, paid for by your department. HR posts to 3 free websites: Higher Ed Jobs, Idaho Dept. of Labor, and Rocky Jobs. HR and EEO/AA can help you come up with ideas to reach diverse or specialized populations.

- **Priority Consideration Date** (optional): Communicates to applicants that you will give priority to applications received before this date. Not a cutoff date. Job posting will remain in place and you can consider additional applications that come along after this date.

- **Closing Date** (optional): Communicates to applicants that you will not take any applications after this date. HR will remove the Job Posting from the website and all other advertising places on this date.