

# Guide to an Effective Job Posting

## Introduction:

This guide is ta

Guide to an Effective Job  
Posting



Guide to an Effective Job Posting

	<p>Please consider the following questions when completing the question on the questionnaire:</p> <p>What qualities and skills will the ideal candidate have? Are there any additional skills or experience preferable for the job? Is there any preferable knowledge for the job? Specific computer programs, bilingual skills, etc.</p>





## Guide to an Effective Job Posting

<p>job description)</p> <p>NOTE: SP position descriptions must contain percentages.</p> <p>All position descriptions are broken down by essential and marginal.</p>	<p>Representative to join the Recruitment Services Office within Human Resources. This customer focused position will manage the recruitment process by providing guidance to all departments within the University.</p> <p>With over 30,000 students from all 50 states and over 180 countries, 21 intercollegiate teams, 180 plus degree programs, and an administration that thrives on discovery and excellence, FAU is pushing the boundaries of higher education. Florida Atlantic's faculty and staff are trailblazers and innovators with a passion for finding creative solutions while advancing science, art, and technology in all disciplines. Our work environment is a hub of cultures from across the nation and the world, making FAU a place where collaboration flourishes.</p> <p>The Recruitment Services Representative will be responsible for reviewing and processing recruitment requests for all positions within the University. This includes reviewing hires, background checks, job postings and facilitating new hire orientation.</p> <p>The Recruitment Services Representative will serve as a primary point of contact and will be responsible for assisting university departments with recruitment and selection process. Will research and troubleshoot issues for both internal and external users. Responsible for reviewing processes, making recommendations and assisting with implementation of new programs as needed.</p> <p>Additionally, the Recruitment Services Representative will attend job fairs and recruiting events.</p>
<p>Minimum Requirements:</p>	<p>Bachelor's degree from an accredited institution and two years of experience in human resources or similar environment.</p> <p>Exceptional customer service, interpersonal, and communication skills are required.</p> <p>Experience with Workday is strongly preferred.</p>
<p>Salary:</p>	<p>\$30,000 - \$34,000</p>
<p>Work days and hours:</p>	<p>Monday - Friday, 8am - 5pm with occasional evenings and weekends</p>
<p>Special Instructions to Applicant:</p>	<p>Must submit cover letter, resume, and three professional references with the application.</p>

Have questions or need help? For assistance, contact Recruitment Services at [empl@fau.edu](mailto:empl@fau.edu)