

COM-T Talent Requisition Formatting Tips

Below are the most common formatting errors that occur in Talent requisitions.

Edit Requisition - Executive Assistant - Department of Administration

General	Job Ad	Application Workflow	Applicant Review
Job Title *	Administrative Support Profes: x		
Requisition Template *	Administrative Support Profes: x		
View In	English (US) v Default Localized Languages		

DETAILS

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Additional locations can be added in order to make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requisition locations falls within location constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such as in the mobile app, that location is the Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferences are based on the Primary Location.

Display Job Title *	Executive Assistant -	*List only the Working Title from the PCN. (HR will add the "Temporary," "Part-time," etc.).
Division/Department *	Medicine Administration x	
Primary Location *	UAHS - Tucson x	* Select UAHS - Tucson.
Additional Location(s)	+ Add Location(s)	* The street address needs to be added but must be done after the entire form is filled. Then, return to this section, click the edit box and enter the department address, otherwise an error message will display.
Grade	Grade	
Cost Center	Cost Center	
Contact Phone		
Employment Type *	Non-Exempt v <input checked="" type="radio"/> Full Time <input type="radio"/> Part Time	
Currency *	United States Dollar v	
Compensation *	hourly rate v	
Referral Bonus	\$ 0	
Working Title *	Executive Assistant	
Additional Titles (note: use only if assigning a title beyond the main and working title listed)		
Position Numbers (note: separate position numbers with a comma) *	2461020	
Job Family (University Staff and Administrative Only)	Administrative Support	
Job Function (University Staff and Administrative Only)	Organizational Administration	
Career Stream and Level (University Staff and Administrative Only)	PC1	
Job Category *	Organizational Administration v	Should be the same as Job Function (shown above).
Job Code *	U00063	
ABOR Code *	UNS	

Employment Category (University Staff and Administrative Only) *

Regular

Job Department Name *

Medicine Administration

Department Website Link

https://diversity.medicine

Add department website.

Position Highlights *

The College of Medicine –Tucson, Office of Diversity, Equity and Inclusion (COM-T ODEI) seeks to create an academic and working environment that embraces the COM-T mission and fosters Inclusive Excellence. The Executive Associate will understand the importance of harnessing the power of diversity.

*Approximately 15 rows (without expanding the box) or 1,400 characters can be used to list Position Highlights.

*Do not enter benefits language as HR will add.

Contact Information for Candidates *

Wilbur Wildcat | Wilbur@arizona.edu

*Enter First and Last Name, add a space, then enter a "|" vertical bar (Shift+key above Enter), add a space, then add email address and/or phone number.

Special Instructions to Applicant

Type of Criminal Background Check Required *

Name-based criminal background

*Refer to HR Pre-Employment Screening Policy HR-401 for guidelines.

Job FTE (UAccess) *

1

Job FTE *

1.0

Full Time/Part Time (UAccess) *

Full-Time

Full Time/Part Time . *

Full Time

Number of Hours Worked Per Week *

40

Expected End Date (if temporary)

*If the position is temporary, be sure to include the Expected End Date.

Open Date *

5/14/2021

Work Calendar *

Fiscal

Benefits Eligible *

Yes - Full Benefits

Expected Start-Up Costs

Funding Notes and/or Human Resources Notes

1234567 100%

*Include account number(s) and funding percentages.

*Add any important Funding or HR notes.

*For Non-Competitive postings, enter the candidate's name and email address. Then, add the Request for Waiver of Recruitment form to the Attachment section below.

Grade (University Staff and Administrative Only)

7

Range Minimum (University Staff and Administrative Only)

20.2

Range Midpoint (University Staff and Administrative Only)

28.05

Range Maximum (University Staff and Administrative Only)

33.66

Rate of Pay *

\$22.20

*For Rate of Pay, include a \$ dollar sign.

Expected Salary

*List rate of pay, or range (must start at the minimum and can go up to, but not over the mid-point), or DOE. (Do not use a combination.)

FLSA Status (UAccess) *

Nonexempt

SOC Code *

43-6010

*Examples:

EEO Job Group Number (AA Job Group Number) *

4020

For Hourly Positions: \$22.20, OR \$22.20 - \$28.05, OR DOE

For Salaried Positions: \$46,176, OR \$46,176 - \$58,344, OR DOE

Affirmative Action Goals

Select

EEO-1 Job Category *

Professionals

EEO-6 Job Category *

No EEO-6 Reporting

Record of Advertising Placement

[Empty text box]

Diversity Statement *

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As an Hispanic-serving institution and a Native American/Alaska Native-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Non Competitive Hire Type (if applicable)

Select

If a Non-Competitive posting, please review the Non-Competitive policy found at <https://policy.arizona.edu/human-resources/noncompetitive-selection>, and contact UAHS-HR for approval prior to submitting the posting.

Priority Number (Faculty Only)

[Empty text box]

Medical Sub Specialty (Faculty Only)

Select

Rank (Faculty Only)

Select

Tenure Information (Faculty Only)

Select

Supplemental Question #1

Select

Supplemental Question #2

Select

Supplemental Question #3

Select

Documents Required *

Resume and Cover Letter

Limited to Current UA Employees *

No

For all Non-Competitive postings, select "No".

Search Firm Contracted *

No

Family/Stream Principal Responsibilities (University Staff and Administrative Only)

Performs a variety of specialized administrative or technical responsibilities to support the operations of an administrative or academic unit. Coordinates and collaborates on special projects. May collect analyze and maintain budget project program or operational data and prepare reports. May maintain calendars make travel arrangements prepare correspondence documents and presentations meeting minutes and other administrative duties.

Principal Responsibilities for the Job (University Staff and Administrative Only)

Facilitates smooth communication within department university colleagues and external parties. Handles confidential and delicate matters related to personnel matters and business affairs. Composes organizational correspondence. Coordinates and monitors the administrative tasks related to complex department initiatives such as collaborative research projects industry committees and advisory boards. Gather compile verify analyze and prepare information for use in documents such as memos letters reports speeches presentations and news releases. Monitors and approves department program expenditures ensuring that budget allocations are not overspent.

UCAP Experience Minimum Qualifications (University Staff and Administrative Only)

Up to 1 year of relevant work experience may be required.

UCAP Education Minimum Qualifications (University Staff and Administrative Only)

Bachelor's degree or equivalent advanced learning attained through experience required.

Preferred Qualifications

Experience working in higher education institution or comparable complex organization.
Content expertise in geriatric healthcare.
Bilingual - English/Spanish.
Possess a high degree of proficiency with computer/software including Microsoft Office (Word, PowerPoint, Publisher, Excel), Outlook, and Zoom.

*Write each Preferred Qualification on a separate line.

*Enter the codes exactly as they appear for each line.

*The codes for the first and last lines are different.

*Place a period at the end of each preferred qualification.

DESCRIPTION AND QUALIFICATIONS

External Internal

Description *

- Oversees and directs administrative processes for Vice Dean (priority) and ODEI staff; maintain Vice Dean's calendar; collaborate with Vice Dean's team regularly regarding calendar/schedule needs; coordinate and schedule meetings for Vice Dean and ODEI staff; assist with preparing PowerPoint slides for presentations; prepare communications and compile requested information, and manage UA Vitae for Vice Dean.
- Coordinate and provide necessary administrative support for meetings (e.g., room reservation, conference/video call set-up, agendas, minutes, handouts, reminders, etc.); maintain membership list of, and provide administrative support to various committees falling under ODEI; and assist in scheduling and providing administrative support to college-wide trainings.
- Coordinate and process travel for ODEI team; coordinate and process payments, submit financial documents for expenditures; coordinate travel and reimbursements; manage ODEI budget; and order office supplies and any other materials (including promotional items) required by ODEI.

Knowledge, Skills, and Abilities

- Knowledge of office and administrative practices and principles.
- Strong organizational and communication (written and verbal) skills.
- Ability to prioritize workload and meet deadlines.
- Ability to problem solve and make decisions.
- Ability to project professionalism and demeanor in daily interactions with diverse population of faculty, students and community members.

Design HTML

*KSAs (Knowledge, Skills and Abilities) should be added to the Description Section after the Duties and Responsibilities.

*After copying and pasting duties into the Description section, they need to be formatted using only the bullet points from the section's tool box bar.

*Place a period at the end of each duty/responsibility.
*HR recommends to not list "Other duties as assigned."

Minimum Ideal

Qualifications

- Bachelor's degree or equivalent advanced learning attained through experience required.
- 1 year of relevant work experience required.

Design HTML

*Copy and paste the UCAP Education and Experience Minimums.

*Remove words such as "up to," "generally," and "may be".

*Use bullet points from the section's tool box bar.

*Place a period at the end of each qualification.

*Any additional Minimum Qualifications must be quantifiable. Contact COM-HR or UAHS-HR for guidance. Any other qualifications should be listed in the Preferred Qualifications section.

Education, Medicine, Executive Assistant, Assistant, Diversity, Inclusion, Equity.

Keywords

*Key words are required.
*Separate words with a comma.

HIRING TEAM

Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approval workflow is based on the Primary Owner. If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

Primary Owner *

Jerie Schulz

Owner(s)

+ Add Owner(s)
 Chavez, Richard

Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals.

Hiring Manager

Richard Chavez

Reviewer(s)

+ Add Reviewer(s)
 Schulz, Jerie

*A minimum of 2 Reviewers must be added. This may include the Hiring Manager + 1 Reviewer.

Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview' type.

Interviewer(s)

+ Add Interviewer(s)

ATTACHMENTS

*For Non-Competitive postings, attach a completed Request for Waiver of Recruitment form.

Attach up to ten (10) documents. + Add Attachment

Document Title	Uploaded By	Upload Date	Options
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Approvals +

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

1	User	<input type="text" value="Chavez, Richard"/>	or	<input type="text" value="Schulz, Jerie"/>
2	User	<input type="text" value="Bryner, Kristi"/>	or	<input type="text" value="Guerrero, Diana"/>

REQUISITION

Requisition ID

req5375

Priority *

Low

High: Executive Level (Executive Leadership only)
Medium: Non-Competitive
Low: All Others

Openings *

1 On Going

Target Hire Date

(Target hire date of first opening)

*Recommend to leave the Target Hire Date blank unless there is a future date that needs to be communicated (i.e. grant start date).

Requisition Status

Draft

Do Not Allow to Apply

(Note: Referral Bonus will not apply to this requisition if Do Not Allow to Apply is selected.)

Cancel Save Next

IMPORTANT:

Please carefully review all Talent Requisition content for accuracy (spelling, grammar, punctuation, details, etc.) prior to submitting. These postings represent your department and the College of Medicine.

Under the Applicant Review section, you must select templates to have automated emails sent to applicants for **In Review** / **Closed** / **Hired**.

Edit Requisition - Executive Assistant - Department of Administration

General Job Ad Application Workflow **Applicant Review**

For example, to select the In Review (Type: Review) email:

- Click the drop down arrow on the far right.
- Click the "Status Change Emails" on the far left under "In Review (Type: Review)".
- Select the "+" sign next to "In Review Status Email-English (US)", click "Save," this will change the status from "0" to "1".
- An easy way to remember which sections are required is they are the first and bottom two.

General Job Ad Application Workflow **Applicant Review**

In Review (Type: Review) ▲

Status Change Emails: 1

Phone Screening (Type: Other) ▼

Interview (Type: Interview) ▼

Reference Check (Type: Other) ▼

Offer Letter (Type: Offer Letter) ▲

Offer Template: Please Select

Offer Approvals

Define an approval workflow for offer letters. Indicate if the approval workflow is sequential or concurrent and if approval steps are required or notification only. Add approvers manually or copy from Requisition Approvals.

1 User: User Approval Required Notification Only

2 User: User Approval Required Notification Only

Status Change Emails: 0

Closed (Type: Closed) ▲

Status Change Emails: 1

Hired (Type: Hired) ▲

Status Change Emails: 1

Offer Approvals - As a time saving tip, add Offer Letter Approvers in this section (at minimum College and UAHS-HR approvers.) This process will eliminate the need to add approvers at the time of Offer Letter creation.

Back Cancel Save Submit **Submit and Manage Postings**

More information, including guides and videos, can be found at hr.arizona.edu/supervisors/recruitment.