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|  | **College of Journalism & Communications (CJC) TEAMS Request Form** |

*Do you have a vacancy that needs to be filled? This form is designed to collect necessary information for posting a TEAMS position on the Careers at UF website.*

**Position Description:** <https://hr.ufl.edu/wp-content/uploads/2018/07/unifiedposition.docx>

* UF TEAMS Classifications: <https://teams-titles.hr.ufl.edu/>
* TEAMS/OPS Exempt: Before requesting to post a TEAMS or OPS Exempt position, please review the current position description for accuracy. If any updates are required, attach to the recruitment request form.
* OPS Hourly/Students: We do not require a position description for OPS/Students. Please include all duties on this form that you want posted for your vacancy.

**Salary Range:**
Determining the appropriate salary range for a position is more than simply looking at what the previous employee was making. Consider what your needs are and consult CJC HR to review market data and UF market compensation. You can also review pay grade information <https://hr.ufl.edu/wp-content/uploads/2019/10/uf-pay-grade-assignment.pdf>.

**Diversity Statement:**
Diversity and inclusion is vital to the mission and vision of CJC. All job postings are required to have a diversity and inclusion statement. You will need to select a statement that best aligns with your recruitment process to ensure that we are furthering our diversity and inclusion goals throughout the hiring process. <https://www.jou.ufl.edu/wp-content/uploads/2021/08/CREATING-INCLUSIVE-JOB-DESCRIPTIONS-AND-ANNOUNCEMENTS-081721.pdf>

**Dispensing Applicant Pool:**
You have the option to notify candidates that they will not be moving forward throughout the process or all at once at the end. There are benefits to both and this is a decision the hiring manager will need to make.

**Processing Timeline:**
Allow for 7/10 days processing time. You will receive notification from a CJC HR representative when the position has been posted.

Revised: 2/5/2020

*Revised: 2/4/2020*

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|  | **College of Journalism & Communications (CJC) TEAMS Recruitment Request Form** |

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| Title:  | Job Type: Choose an item. |
| Recruitment Type: Choose an item. | Name of Former Incumbent: Click or tap here to enter text. |
| Department: Choose an item. | Contact Person: Click or tap here to enter text. |

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| FTE: Choose an item.*If Other*: Click or tap here to enter text. | Proposed Salary: Click or tap here to enter text. |
| Funding Source: Choose an item. *If Other:* Click or tap here to enter text. | Length of Posting: Choose an item.*If Other:* Click or tap here to enter text. |

Please list a summary of your department’s functions. If OPS, you will also need to list job duties.

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Qualifications:
TEAMS – minimum qualifications are set by UF but you can list your preferred qualifications here.
OPS – you will separately list minimum qualifications and preferred qualifications here.

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Schedule and location expectations:

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Additional Questions or requirements from candidates.

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Diversity Statement (*Required)* <https://www.jou.ufl.edu/wp-content/uploads/2021/08/CREATING-INCLUSIVE-JOB-DESCRIPTIONS-AND-ANNOUNCEMENTS-081721.pdf>

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We will automatically post positions to Higher Ed Jobs and The Chronicle. Please list additional sites that you would like this position to be posted on.

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Selection Committee Members:

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| X |  | X |
|  Hiring Manager |  |  Business Office Acknowledgement  |
| X |  | X |
|  Director/Chair |  |  CJC HR Director |
| X |  |  |
|  Dean or Designee  |  |  |