



TALENT DEVELOPMENT AND RECRUITMENT

What to Include in an Advertisement?

Oklahoma State University is a great place to work! Ideally, the position announcement will spark interest from job seekers to apply for the position. If not, there might be some room for improvement. Promote OSU's culture and diversity; focus on relaying the critical content of the position; and the career path, if possible. Here is a list of information to include on an advertisement:

- A title that is realistic and relevant in the industry
- Where the position is located/where the person will work
- Advertised Hiring Range
 - In most cases, the full hiring range is listed on the job announcement. We understand budget constraints cause some uneasiness when advertising the full recommended hiring range for a vacant position. Contact Talent Acquisition for additional wording to assist your efforts to help clarify the intended purpose of the hiring range on the job ad.
- Compensation and benefits for the position
 - Sample statement: *OSU offers a generous benefits package for continuous, regular positions, including but not limited to health, life and retirement benefits, paid leave and 12 paid holidays per year. Other benefits include employee and dependent tuition waivers, free gym memberships, a free, confidential employee assistance program, and much, much more!*
- A short and easy to read summary of what the position entails, how the position fits within the university, and what it takes to be successful in the position. Remember to spell out acronyms and eliminate OSU-specific terms.
 - For example: *Oklahoma State University, a modern land-grant university, is seeking a(n) Position Title for Department Name. The position is based in Stillwater, Oklahoma on the main OSU campus. Stillwater is America's Friendliest College Town located in Northeast Oklahoma. The Position Title (does what) oversees the team responsible for student services and outreach efforts for the University. Reporting to the Supervisor's Title, this position will (how will the position contribute to the University) collaborate with leadership to implement long-term strategies to positively impact enrollment goals. To be successful, the individual will (knowledge, skills and/or abilities to do the job well) need to initiate, build and maintain positive working relationships with internal and external partners, the Oklahoma Board of Regents, OSU Foundation, OSU Alumni Association, OSU-Tulsa, OSU Graduate College, OSU Academic Colleges, and colleges/universities in the A&M system, Big 12 Conference and other peer institutions.*

- What documents are required to apply, how to apply and the application deadline
 - Apply on-line at <https://jobs.okstate.edu>. Contact Talent Recruitment for assistance at (405) 744-2909. Provide a cover letter, resume and three professional references when applying. Apply by DATE to receive full consideration.
- The minimum qualifications for the position.
- The Equal Employment Opportunity statement.
 - **Full statement:** *Oklahoma State University (OSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, OSU conducts pre-employment background checks on final candidates. Offers of employment are contingent upon the successful completion of a background check. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.*

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit eeo.okstate.edu.

- **Abbreviated statement** if the advertising cost is a factor: *OSU is an AA/EEO/E-Verify Employer.*

Contact the Talent Recruitment team to assist with your advertising needs. Email jobs@okstate.edu or call (405) 744-2909.

Sourcing Candidates

Even with a fantastic job ad, there are no guarantees a quality pool of applicants will result. You may find luck with searching for a potential candidate by using a resume database. A resume database allows hiring managers to search for individuals with a specific set of qualifications, skills, certifications, etc. For more information, email jobs@okstate.edu.