



INTAKE FORM REQUISITION

Please return completed form to FASS-HR

JOB TITLE:		POSITION B#:	
DEPARTMENT:		POSTED SALARY: <i>(Range, starting at, commensurate with exp., etc)</i>	
LOCATION: <i>in-person/ hybrid/ remote Eugene/Portland/etc</i>		POSTING LENGTH:	
IT EQUIPMENT NEEDED FOR THE POSITION:	<input type="checkbox"/> Using Existing Hardware <input type="checkbox"/> Need to Order New Hardware <i>Please list:</i>		

APPLICATION MATERIALS/REQUIREMENTS

<input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> Supplemental Questions Check UO Careers to see examples. <i>Example Instructions – To be considered for this position, applicants must submit a complete application. Complete applications must include an online application, a cover letter, and resume (and answers to the following supplemental questions) that address how you meet the minimum and preferred qualifications. Please email fasshr@uoregon.edu for a full position description.</i>	<i>Supplemental Questions and/or Instruction updates:</i>
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COMMITTEE MEMBERS

	LEVEL OF APPLICATION SCREENING		
NAME (note the chair)	Minimum Qualifications	Full Application Review	Interview Only

Notes:

ADVERTISING (EXTERNAL)

PLACED FOR YOU BY FASS-HR:

<input checked="" type="checkbox"/>	UO Career Website (includes free Chronicle.com)	FREE, Central HR
<input checked="" type="checkbox"/>	Handshake: https://joinhandshake.com/	FREE, FASS HR
<input checked="" type="checkbox"/>	WACUBO: www.wacubo.org/	FREE, FASS HR
<input checked="" type="checkbox"/>	Indeed: https://employers.indeed.com/	FREE, FASS HR
<input checked="" type="checkbox"/>	Native Hire: https://www.nativehire.org/	FREE, FASS HR
<input checked="" type="checkbox"/>	Wise Step, Job Spider, Jora, Faces2Hire, Jobsite	FREE, FASS HR

ADDITIONAL OPTIONS: Please click on any/all advertising requested	Budget Amount: Index:
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<input type="checkbox"/>	JobElephant Recommendations for PAID advertising	Prices vary, list provided for quote
<input type="checkbox"/>	Craigslist (cost varies by location between \$10-\$75)	Location(s):
<input type="checkbox"/>	LinkedIn (UO promoted rate \$199 for 30 days)	
<input type="checkbox"/>	Monster.com (\$279 for 30 days)	
<input type="checkbox"/>	HigherEdJobs.com (\$370 for 60 days)	
<input type="checkbox"/>	InsideHigherEd.com (\$349 for 60 days)	
<input type="checkbox"/>	Trades Journals	
<input type="checkbox"/>	Diversity Outreach Options: Link	

List any other (paid) organizations you may want to advertise to:

NOTE: We encourage you to share on your LinkedIn, professional listserves/newsletters, word of mouth, etc.

SAMPLE ADVERTISING LANGUAGE
Are you looking for a dynamic position filled with opportunity and? Please consider joining the Facilities Services department. Our group, through team work, collaboration and customer service, is building a foundation to provide superior customer service to our campus partners.

*For a complete description of the position and application procedures, go to University of Oregon Jobs.
 EO/AA/Veterans/Disability institution committed to cultural diversity. Position subject to criminal background check*

NOTES: