

Search Advocate Phase 2: Drafting a Position Description

WSU's Commitment to Diversity *(automatically included in system posting)*

Weber State University is an Equal Opportunity Employer committed to creating an inclusive environment by welcoming all individuals, including culturally diverse staff, faculty, and student body. WSU Values every individual by embracing all identities through the promotion of belonging, creativity, and uniqueness. We strive to create environments which are welcoming, inclusive, and equitable for all. All qualified applicants will receive consideration for employment without regard to protected categories, such as disability, sex, sexual orientation, gender identity, race, religion, national origin, veterans status, or others as required by law and university policy (see Weber State University Policy & Procedure Manual 3-32).

Position Summary Paragraph

- Brief overview of university, hiring unit, and mission/impact of the position.
- 3-5 sentences: Focus on the impact this position will create on your department for the future. Write conversationally and be careful of jargon or [gender-coded words](#).

Position Duties

- Top 3-5 functions of the position
- Use specific present-tense action verbs
- Describe the work, not the worker
- Bullet-points preferred *

Required Qualifications

- Measurable minimum quals - such as degrees/certifications, etc.
- Stick to "must-have's" - what is essential to the position
- Describe the work, not the worker
- Bullet-points preferred *

Preferred Qualifications

The shorter this list the better. We may unintentionally exclude individuals from underrepresented backgrounds as they are less likely to apply for jobs unless they meet 100% of the qualifications. By keeping this list short, it will naturally expand the candidate pool.

- Skills to help enhance performance
- Ensure each qualification relates to essential job functions
- 3-4 preferred qualifications suggested
- Bullet-points preferred *

** Bullet points naturally lean toward clarity and cleanness in expectations and impact of the role. Bullet points also increase accessibility in communication, particularly for the visually-impaired or in instances where English*

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A successful candidate will:

- Be willing to ...
- What sort of skills would you want a candidate to learn or develop in the future to meet the desired impact of the position
- Focus on impact - skills can be learned/taught
- Use this to open the door to candidates being able to envision themselves in the role which will naturally attract a greater amount of candidates.
 - Create a compelling picture of how a candidate can grow in their professional life while aligning with the desired impact of this position in the future. By focusing on potential impact instead of past behaviors you are more likely to reach the goals you have set for your department in a variety of ways.*

Benefits

- Include a few benefits to help increase the appeal of the role, such as insurance, retirement, wellness, tuition waivers, season tickets, etc.
- WSU HR is currently building out a section of our website to direct prospective hires to during the marketing phase. It will be dedicated to showing off the benefit of living in the Northern Utah/Rocky Mountain Wasatch area with the goal of creating consistent marketing for all job positions.

A few things to consider:

- Avoid or limit arbitrary numeric measures such as number of years - these privilege quantity, not necessarily - and sometimes at the expense of - quality.
- Use words like “should” instead of “must”.
- Keep required and preferred qualifications as open as possible and suggest multiple ways to meet them - such as “BA/BS in a natural resources discipline **or other combination** of relevant education and experience”.
- Treat required qualifications as the first steps in screening, not the last - limiting these does not lessen the quality or rigor of the search.
- Identify** both key “technical” skills—*what they must do*—and crucial “performance” skills—*how they will do it*. Performance skills are almost always transferable; examples include teamwork, persistence, organization, creativity, problem-solving, conflict management, consensus-building, leadership, understanding formal and informal systems, multi-tasking, intercultural communications, navigating complex organizations, etc.