

**Binghamton University
Professional Vacancy Announcement Worksheet**

Campus Title			
Budget Title		Line #	
Grade	SL- (or) MP-	Salary	\$
Requested Posting Date	* please note, vacancies must appear on HR's web site prior to advertising externally.	Obligation	Calendar Year <input type="checkbox"/> College-Year <input type="checkbox"/>
Full-Time <input type="checkbox"/> Part-Time (less than 100%) <input type="checkbox"/> FTE % if Part-Time %		Post for:	30 Days <input type="checkbox"/> Until Filled <input type="checkbox"/> Other
Job Description (maximum of 2,000 characters):			
Requirements / Qualifications (maximum of 2,000 characters):			

Candidate Questions

- *Interview Exchange* will help you rank the candidates based on these questions
- Please indicate “required” **or** “preferred” for each
- Must be based on qualifications above
- Applicants must be able to respond to each with a “yes” or “no”. For example, “Do you have a Bachelor’s degree (or higher)?”

	Required	Preferred
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
8 Reserved for HR use	<input type="checkbox"/>	<input type="checkbox"/>
9 Reserved for HR use	<input type="checkbox"/>	<input type="checkbox"/>
10 Reserved for HR use	<input type="checkbox"/>	<input type="checkbox"/>

Comments for Human Resources: