

Completion of Job Posting & Position Request Form

Use the Job Posting & Position Request Form to:

- Post a replacement position
- Post a replacement position with changes
- Request a new position

To begin, electronically fill out the form. Click [here](#) to find it under the Section Quick Links.

Completing the Job Posting & Position Request Form:

Section 1: Contact Information

Designate the main contact working with the HR recruiter to fill the position. In general, this is typically the Hiring Manager, Department Administrator (or other designee), or both.

Section 2: Position Information

Position Title

The business title specific to the job.

- For an HUCTW position, you must use the job code title as the position title (e.g. Staff Assistant).
- For an exempt position, you can modify the job code title as needed.

Working Title

A working title is optional and only necessary for HUCTW jobs. Its purpose is to provide a more descriptive job title than the default job code title.

When an HUCTW position is listed in ASPIRE (Harvard's candidate recruitment system) it appears with the job code title first, followed by the working title, such as: Staff Assistant (Customer Service Specialist).

Headcount

Positions can either be adding to head count (new position) or a replacement (filling a position that was vacated). Adding a new position may require review and approval if the job has not been funded in the current budget.

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Work Schedule

Harvard has three types of full-time schedules, 35,37.5, and 40 hours per week. If the employee is working a normal Monday through Friday (7.0,7.5, or 8.0 hours a day) you are not required to provide schedule information, however, we recommend you do so candidates know the schedule when applying. This is especially helpful when schedules are considered atypical.

Candidate in Mind

An individual you have identified as a new hire for a position prior to posting. This could be someone internal or external.

Alternative Work Arrangements

Some positions may allow for flexible work arrangements, such as flexible hours, telecommuting, and/or job sharing. If these options are available, include this information on the position form. Click [here](#) for more information about Alternative Work Arrangements.

Section 3: Funding Information

Indicate if the position is grant funded. You will need to provide information about the position funding, including the 33 digit billing code, and the budgeted minimum and maximum salary range. If you have questions about funding information, contact your local Finance department. If you are unfamiliar with Harvard's salary grade ranges, you can view them within Harvie by clicking [here](#).

Section 4: Job Description

A job description summarizes the most essential job duties and the skills, qualifications and experience you are seeking in a candidate. It is used not only for recruiting and hiring, but goal setting and performance evaluation, pay grade and salary range, and for career path development. It is also is used to determine if the position is exempt or nonexempt from overtime pay under the Fair Labor Standards Act (FLSA).

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Duties and Responsibilities

The job duties and responsibilities section summarizes the overall purpose, expectations and objectives of the job. Typically the most important duties and responsibilities are listed first. Include information on the position's supervisory responsibilities, if any. This section is not intended to include every detail of the work performed, but rather to provide an understanding of the position and expectations.

- **HUCTW Positions:** When creating a job description for a HUCTW position, refer to the [generic job descriptions](#) as a guide.
- You can also use ASPIRE to view similar jobs that have already been developed. To review existing jobs in ASPIRE, go to [Harvard Jobs](#) and click the Administrative/Staff link on the right side of the page. Do a search on jobs similar to the one you are trying to fill. You can use the descriptions for ideas in crafting your own. Be selective – not all ASPIRE job descriptions are well written.

Basic Qualifications

Basic Qualifications are the **minimum** qualifications a an applicant **must** have in order to be considered for the position. These qualifications, which are discussed in more detail [here](#), must be:

- Non-comparative (e.g., three years' experience in a particular position, rather than a comparative requirement such as "must have the most years' experience among applicants");
- Objective (e.g., a Bachelor's degree in accounting, but not a "technical degree from a good school");
- Relevant to the performance of the particular position; and
- Demonstrable by evidence or statements in the candidate's "expression of interest" (resume or cover letter).

Establishing basic qualifications helps determine which applicants to include and which to exclude for purposes of Harvard's Affirmative Action record keeping responsibilities.

Basic qualifications for HUCTW jobs should be modeled after the (see generic job descriptions link above).

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Additional Qualifications

Included in this section are qualifications that are required, but do not meet the basic qualifications criteria (non-comparative, objective, relevant, and demonstrable) and qualifications that are preferred (if absent will not disqualify a candidate, but which are strongly desirable).

Note the additional qualification designation does not limit your ability to use that qualification as a basis for selection among applicants for the position.

Section 4: Job Posting and Position Request Addendum

Pre-Employment Screens

The types of pre-employment screening required depend on the duties and responsibilities of the position, and must be indicated in ASPIRE at the time the position is posted. Screening is only conducted for the final candidate to determine that nothing objectionable exists in the finalist's background. HMS HR manages the pre-employment screening process for all staff positions, working with an outside vendor, HireRight.

New positions and replacement positions with substantial changes will be reviewed for grade and FLSA status by the [HMS Classification Committee](#). Completed forms should be sent to your Human Resources Consultant and Recruiter.

If you have questions at any point during the recruitment process, please contact your HR Recruiter.