Draft Job Posting Review Checklist

Below are the most common items missed when publishing a job posting. For complete details and/or training, consult the Training Manual.

General Fields	Posting is advertised for at least 5 calendar days, but no longer than 90 days.	☐
	If part time position, hours are listed in announcement text.	☐
	The correct job list is selected (open, promo, etc.).	☐
	Reapply period is same as/longer than posting duration.	☐
	Correct application template selected (open, non-class, etc.).	☐
	Salary is displayed and within class spec. pay range.	☐
Description	Recommended to use agency logo and information about the agency and position.	☐
Example of Duties	Listed duties should match job title and be appropriate for advertised classification.	☐
Minimum Qualifications	MQs must match the class spec MQs exactly (reformatting is acceptable).	☐
	If using MQ Specialties, they must be identified and called out as such in announcement text. • MQ Specialties must match the class spec specialties exactly. • If MQ specialty is not listed on the class spec, contact DHR for approval and addition.	☐
	Preferred/Desirable Qualifications should be identified and called out as such in announcement text. • Should encompass measurable knowledge/skills/experience, rather than traits (i.e. team player, positive attitude, etc.)	☐
Supplemental Information	EEO/Veterans Preference statement at bottom of announcement: "Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263. Preference may be given to veterans who qualify under state and federal laws and regulations."	☐
	Agency must have statutory authority if requiring fingerprinting and/or federal background checks.	☐
	Other language included here (or in the Description section) as needed: ● If LSA position: "This is a limited service position. Length of limited service appointments are determined by the availability of funds such as grants, alternative funding sources and/or timeframes such as pilot projects, alternative funding sources or program termination." (or similar) ● If Non-classified: "These positions are exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission."	☐

	- Temps (agencies include this if it might become a perm position): "Temporary appointments from this announcement, serving at least one thousand forty (1,040) hours of continuous service, may be hired as an entrance probationary employee without further examination for the same classification and location as announced." - If a promotional position: "This is a statewide promotional opportunity open to regular classified employees of the state only." OR "This is a promotional opportunity open to regular employees of (insert state agency) only.	
Supplemental Questions	All MQs, MQ Specialties, and Preferred/Desirable Qualifications must have correlating supplemental questions.	☐
	Questions should have "Typically gained by" statements or criteria listed to make education/experience measurable.	☐
	All questions should be labeled as either MQ, MQ Specialty, or Extra Credit.	☐
	All questions should be marked as required.	☐
	Yes/No question should be formatted as "Select From Choice Answer" not as "Yes/No Answer".	☐