

CATS Hiring Manager/Designee Posting Tips

<p style="margin: 0;"> Check All Clear All <input type="checkbox"/> Bay Area Editor's Forum <input checked="" type="checkbox"/> CaJOBS/America's Job Bank <i>(free)</i> <input type="checkbox"/> Chronicle of Higher Education <input type="checkbox"/> Craigslist <input type="checkbox"/> Dice <input checked="" type="checkbox"/> Hot Jobs <i>(free)</i> <input type="checkbox"/> National Association of College and University Business Officers <input type="checkbox"/> National Council of University Research Administrators <input checked="" type="checkbox"/> Northern California HERC <i>(free)</i> <input type="checkbox"/> Other UC Campus courtesy listing <i>(free)</i> <input type="checkbox"/> Sacramento Bee <input type="checkbox"/> SF Gate Please do not deselect the default choices </p> <p style="margin: 0;"> advertising sources Click Here for more information </p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-right: 1px solid black; padding: 5px;"> Required Applicant Documents Click Here for more information </td> <td style="padding: 5px;"> <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Other Document <input type="checkbox"/> Other Supplemental Information </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> Optional Applicant Documents Click Here for more information </td> <td style="padding: 5px;"> <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Other Document <input checked="" type="checkbox"/> Other Supplemental Information </td> </tr> </table> <p style="margin: 0; color: red; font-weight: bold;"> If you are requiring resume and cover letter the applicant will not be able to complete the application process for the position without uploading the required documentation. Please leave optional applicant documents checked regardless if you are requiring certain documents, if you are requiring other documents or supplemental documents please use the HR Comments under the Comments tab to identify what these documents are. </p>	Required Applicant Documents Click Here for more information	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Other Document <input type="checkbox"/> Other Supplemental Information	Optional Applicant Documents Click Here for more information	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Other Document <input checked="" type="checkbox"/> Other Supplemental Information
Required Applicant Documents Click Here for more information	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Other Document <input type="checkbox"/> Other Supplemental Information				
Optional Applicant Documents Click Here for more information	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Other Document <input checked="" type="checkbox"/> Other Supplemental Information				
<p style="margin: 0;">Location</p> <p style="margin: 0;"> Click Here for more information <input style="width: 100%;" type="text" value="Sacramento, CA"/> Please use the exact format above "City, State" only. </p>	<p style="margin: 0; color: red; font-weight: bold;"> This is where you list the physical address of where the job will be performed. </p> <p style="margin: 0;"> Work Address <input style="width: 100%;" type="text" value="1130 K Street, Suite 340, Sacramento, CA 95814"/> </p>				
<p style="margin: 0;">Work Hours</p> <p style="margin: 0;"> <input style="width: 100%;" type="text" value="Monday - Friday, 8 am - 5 pm"/> If you know the days and hours of schedule, please put here. </p>	<p style="margin: 0;"> Reference Division, Department or Unit web page on job posting? </p> <p style="margin: 0;"> <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Response </p> <p style="margin: 0;"> If yes, please provide exact URL <input style="width: 100%;" type="text" value="http://www.ucop.edu/uer/welcome.html"/> </p>				