

**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"/>	Post for:	30 Days	<input type="checkbox"/>
Part-Time (less than 100%)	<input type="checkbox"/>		Until Filled	<input type="checkbox"/>
FTE % if Part-Time	%		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: