

Interview Exchange *Job Details* Template Instructions

When completing a requisition within Interview Exchange, one of the sections a user will complete is known as the *Job Details* tab. The tab is the template that builds the job advertisement applicants will see on the Careers website. The ***Job Description*** and ***Requirements*** are the only two sections that need to be completed. The ***Company Description*** and ***Additional Information*** sections are hardcoded with specific information and do not require any additional details. Human Resources will populate the ***Application Instructions*** prior to posting.

Job Description:

This section should include:

- *A general introduction describing the department and terms of position*
- *Primary Duties and Responsibilities*
- *Knowledge and Skills Considered Essential for Success*

Requirements:

*Only **minimum** requirements are listed in this section. This includes the **minimum** education and experience required to perform the job. Applicants must meet **ALL** required qualifications to be considered qualified for employment.*