



POSITION INFORMATION			
Position Number for Posting:			
Job Title (80-character limit):			
Department Name:			
Name of Employee who this is replacing (if applicable):			
POSTING INFORMATION			
Hiring Manager: <i>Name & Computing ID</i>			
Interview Panel (if known): <i>Name(s) & Computing ID(s)</i>			
Reason for Posting:			
Employment Duration:		Assignment End Date (if temporary):	
Biweekly Hours:	Full-Time	Specify biweekly hours (if part-time):	
If non-standard hours, indicate shifts/hours of work:			
Work Location & Hybrid Work Option:			No. of Openings:
Internal Candidate Identified:		If yes, please specify:	
Requested Posting Date:	ASAP	OR	
Requested Closing Date:	5 business days	OR	
Cover letter required?	Yes	CRC (HR internal use only)	
POSTING LANGUAGE <small>(Click here for a job posting sample. Human Resources may edit the posting language for length, tone and clarity.)</small>			
<p>Department Description (required, 100-word limit) Provide a brief description of your department/team. What is the primary function? What service(s) does your team provide and for whom? How does your team contribute to SFU's overarching goals, priorities and/or strategic initiatives? How would you describe your team culture?</p>			
<p>Role Summary (optional, 150-word limit) Enhance the position summary with additional information that inform and appeal to prospective candidates. What is the main purpose of the role? How does it contribute to the department's goals and priorities? What upcoming projects or initiatives will this role be involved with? <i>If left blank, this section will default to the position summary from the job description.</i></p>			

<p>Candidate Profile (optional, 100-word limit) Describe your ideal candidate. What skills, qualities or core competencies are needed to be successful in the role? <i>If left blank, this section will not be included.</i></p>			
<p>Top Qualifications (required) Select 3-5 occupational skills, knowledge and abilities (qualifications) from the job description to feature on the job posting. Do not include the education and work experience requirements as that is posted by default.</p>			
<p>Additional Information</p>			
<p>EXTERNAL ADVERTISEMENT (optional)</p>			
<p>All job postings are posted on SFU's Career Center and Indeed. You can request to post on LinkedIn and/or other external job boards to widen your reach. The hiring department is responsible for all external posting fees.</p>			
Post on LinkedIn:	<p>The cost to post on SFU's LinkedIn Business Account is \$350 per posting for 10 business days. Longer posting periods are subject to the availability of job slots. Please submit a journal voucher for \$350 to account 7060-11-8612-86105 and email jobposting@sfu.ca with a copy of the JV. Once posted, the HR Administrative Assistant will provide the hiring manager with a link to the posting.</p>		
Post on external site(s):	<p>If selected, specify the website(s) in the space below. Click here for a list of external job posting options.</p>		
Departmental contact for payment of external postings:			
<p>COMMENTS (information only)</p>			
<p>POSTING AUTHORIZATION</p>			
<p>By authorizing and submitting this posting request, I confirm that any internal departmental approval process and/or notifications have been completed.</p>			
Authorized By:		Date:	

Please submit form to jobposting@sfu.ca.

Academic departments and departments reporting up to VP, Research & International (excluding the Library) must first submit this form to their Director, Administration, who will then forward to jobposting@sfu.ca once approved. The hiring manager will receive an email notification once the posting has been posted on the Career Center.

For tools and resources to support the recruitment process, visit the [Recruitment & Selection Toolkit](#).