

Any department wishing to post to job advertisement sites outside of OneUSG Careers (including professional organizations, online search engines, third-party job boards, etc.) must utilize the same posting information found in the Careers posting created by HR. Please see below for customizations requiring HR approval.

**You may request from HR the following customizations to a posting.**

Please secure HR approval **prior** to making third-party postings that are not the same as the official Careers post.

<b>Job title</b>	Working title to appear in parenthesis after classification title.
<b>Qualifications</b>	<p>Inclusion of the phrase "<i>or an equivalent combination of education and years of experience in the field</i>" will be determined by HR on a case-by-case basis depending on the classification and recruiting history. For example if the equivalency phrase is used, a Master's degree and 2 years of experience might be equivalent to a Bachelor's degree and 4 years of experience in a particular classification. This flexibility is not suitable for all classifications.</p> <p>If this phrase is approved and included on the posting, the hiring manager must provide evidence prior to making an offer that the candidate has an equivalent level of education and experience to that which is required in the profile.</p>
<b>Typical allocation of duties</b>	None (must match profile).
<b>Supervisor expectations</b>	Upon request, a separate section will be added to the posting containing a bulleted list of expectations specific to the position/department.
<b>Minimum salary</b>	Commensurate with experience may be requested in place of the minimum salary.
<b>Timelines for advertising</b>	Extensions to postings in Careers or on external sites should be requested through HR. Deadlines must match on all postings.

**Screen shot and send all third-party postings to [hrstaff@valdosta.edu](mailto:hrstaff@valdosta.edu)**, with an accompanying link to specific advertisement on the third-party site. This will be included in the search documentation kept by HR.

**All applications must be submitted through Careers.** HR will not process candidates for hire without an application in Careers for the position being filled. If the manager allows candidates to provide application materials through any other platform (including direct email), it is the hiring manager's responsibility to notify the candidate that those materials must also be included in their official application within Careers.