**PEOPLEADMIN INTERFACE CONTENT**

**Classification Section: Details**Classification Title: Click here to enter text.  
Classification Code: Click here to enter text.  
Position Type: Choose an item.  
FLSA: Choose an item.  
Employment Status: Choose an item.  
Salary Grade: Choose an item.  
Salary Grade Ranking:  *(Choose One from the list below)*  
 Faculty: Choose an item.   
 Professional: Choose an item. PL - Choose an item.  
 Classified: Choose an item. CL- Choose an item.

Minimum Salary:   
(Professional/Classified)  
Per Annum (PA) Click here to enter text. Per Hour (PH) Click here to enter text.   
(Faculty)  
Salary: Choose an item. $ Per Annum (PA)  
 **Position Descriptions Section: Details**Justification of Need: New Position  Transfer  Involuntary Separation  
 Retirement  Leave of Absence  Voluntary Separation   
 Promotion  Replacing Click here to enter text.   
 Other Click here to enter text.  
  
Required Qualifications and Essential Duties; Job Duties and Responsibilities; Knowledge Skills and Abilities; Preferred Qualifications; Physical Demands and Work Schedule information can be located on the job description.   
Total hours required per week:Click here to enter text.  
 **Position Budget Information:**Budget Summary Information *(To be completed by Budget Office)*Budget Name: Click here to enter text.Budget Account Number: Click here to enter text.Percentage Funded: Click here to enter text.  

Grant Budget Summary Information   
*(To be completed by Grant Administrator if position is grant funded)*  
Grant Budget Name: Click here to enter text.  
Grant Budget Account Number: Click here to enter text.  
Grant Percentage Funded: Click here to enter text.

**Supplemental and Interview Questions:**Attach the created list for this announcement separately.

**Additional Information**Specify Campus Location(s): Choose an item.  
Number of Vacancies to the Position: Click here to enter text.  
Open Date of Vacancy Announcement: Click here to enter a date.  
Open Until Filled: Yes  No ; If no, specify closing date of position: Click here to enter a date.  
Position Start Date: Click here to enter a date.   
Position End Date (for Temporary Positions only): Click here to enter a date.   
 **Search Committee Information:**  
Search Committee Chair: Click here to enter text.  
Search Committee Members: Click here to enter text.  
Guest User: Click here to enter text.