

When creating the job description for your search, it should contain the following elements of information. Let's take a look at what each of these categories entail and its importance in the recruitment process:

- **An overview of the department/institution:** Recruitment is a two-way process. To successfully recruit the best and the brightest, candidates must see themselves thriving at the University of Florida. It is important to help them connect what they do to the potential benefits and improvements of working at UF.
- **Search scope (History vs. Native American History):** Being specific of what specialty/subjects are needed and valued at our university allows candidates to see what kind of contributions they can make at UF.
- **Primary job responsibilities:** This provides a high-level overview of the responsibilities the successful candidate will be expected to complete.
- **Qualifications for the position:** Two main requirements in developing qualifications are (a) clarity and specificity, and (b) flexibility. Being clear and specific means that all candidates must meet the same criteria. Poorly specified or unclear job qualifications increase the risk that excellent candidates will be eliminated for various undefined reasons, such as that they were "not qualified" as faculty for the program. The flexibility is thinking about job qualifications as an opportunity to attracting applicants who can make significant contributions, initiate new ways of thinking, and introduce innovative ideologies by making the qualifications broad enough to attract a distinct and wide-ranging pool.
- **Preferred qualifications:** This is a place where you can address skills such as leadership potential, national or international reputation, demonstrated conduct of inclusion, or other associated but not specifically disciplinary skills.