

## STRUCTURE OF ANNOUNCEMENTS

Here are the six main components for faculty announcements:

- Opening Statement: highlights information about the University and the College/Unit as well as the DE&I Commitment.
- The Opportunity: highlights information regarding the job that would appeal to your candidates.
- Requirements: Summarizes the skills and qualifications that the successful candidate should possess
- Facts about UF: Share why it's great to be a part of the Gator Nation
- Application Instructions
- Commitment: State the college/unit's commitment to diversity, equity, and inclusion followed by the university's equal opportunity statement

## FOR ADDITIONAL ASSISTANCE

### **Policies & Directives**

Talent Acquisition & Onboarding

352-392-HELP

[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)