Verify that all of the following items are complete before submitting for central campus review. Click the blue links in each section for detailed information on academic recruitment policies in the Non-Senate Search Guide.

1. **Job title is in the correct format:**
   “Job Title – Area of specialization if applicable – Department/school/college”
   Example: “Assistant Specialist – Biochemistry – Molecular & Cell Biology”

2. **Application submission dates:**
   2.1 Set up recruitment as IRD/Open until filled (unless a special request has been approved by OFEW).
   2.2 IRD must be a minimum of 15 days after the Open date. Final date must be at least 30 days after the Open date. Note: searches with fewer than ten qualified applicants must set an additional review date at least 30 days after the open date.
   2.3 Do not include the final/deadline date in the advertisement (except for lecturer pools).
   2.4 **For lecturer pools,** do not include the IRD in the advertisement.

3. **Document Requirements:**
   3.1 Confirm that the wording used in the advertisement matches the file name(s) and description(s) set up in AP Recruit.
   3.2 Make sure the ad states which documents are required versus optional, and confirm this matches the requirements set up in AP Recruit.
   3.3 **For teaching only positions,** confirm there are no documents related to research and/or publications (required or optional).

4. **Reference Requirements:**
   Confirm that the reference requirements set up in AP Recruit match the stated reference requirements in the advertisement.

5. **Diversity:**
   5.1 Availability data: select at least one field of study.
   5.2 Affirmative action goal: check the boxes next to the groups currently underrepresented at Berkeley (specific to the position), identified from the tables in the Campus AA Goals.

6. **Qualifications:**
   6.1 Basic qualifications: confirm the ad states “at the time of application.”
   6.1.1 Must be Non-Comparative (e.g., “three years’ experience working in a lab”, rather than “must have the most years’ experience among candidates”).
   6.1.2 Must be Objective (e.g., “advanced degree or enrolled in advanced degree program at the time of application,” “two or more years of teaching experience”)
   **Examples of subjective words to avoid:** strong, excellence, capacity, skills
   6.1.3 Must be Relevant to the performance of the particular position.
   6.1.4 Must be Verifiable by evidence or statements in the applicant’s materials.
   6.1.5 Field/discipline of study is not allowed in the basic qualifications.
   6.2 Additional qualifications: confirm the ad states “by the start date of the job.”
   6.2.1 Must be non-comparative, objective, relevant, and verifiable (e.g., “PhD or equivalent international degree,” but not “PhD or equivalent degree in Sociology or related field”)
   6.2.2 Field/discipline of study is not allowed in the additional qualifications.
   6.3 Confirm that the qualifications section in AP Recruit exactly matches the stated qualifications in the advertisement.
7. **Selection Process:**
   The selection criteria and selection plan sections are optional for non-senate searches. However, all searches should use selection criteria that are relevant to the description of the position and stated qualifications.

8. **Confirm the ad includes:**
   8.1 Relevant department, school, college, or unit.
   8.1.1 Must be clear that the position is at UC Berkeley.
   8.2 Title, rank, step (e.g., “Associate Specialist, steps I – IV”) or working title.
   8.3 Percent time, e.g., full-time, part-time, or exact percent.
   8.4 Position description, e.g., narrative on job duties & responsibilities.
   8.5 How and where to apply (link to AP Recruit for the position) – confirm that the apply link is correct. Copy and paste from the Details page rather than manually typing the link.
   8.6 All advertisements (except for lecturer pools) must state that they are open until filled.
   8.7 Department or unit contact information for applicant questions (must be a berkeley.edu email address).
   8.8 Affirmative Action/Equal Employment Opportunity statement:
      “The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct”
   8.9 **If a degree is a requirement,** the ad must include “or equivalent international degree” (e.g., “PhD or equivalent international degree”).
   8.10 **If references are a requirement,** make clear whether you are asking for letters to be submitted at the time of application, or only contact information.
   8.11 **If requesting letters at any time during the evaluation and selection process,** include the statement regarding referees: “All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.berkeley.edu/evalltr.html) prior to submitting their letters.”
   8.11.1 Confirm that the link in the statement regarding referees is correct.
   8.12 **For lecturer pools,** if using the summer sessions title code, the ad must mention summer sessions.