

Basic Qualifications Checklist

Basic Qualification Requirement	Definition/Description	Acceptable	Not Acceptable
☐ Is the qualification Non-comparative?	Is not based on a comparison of the job seekers.	3 years' experience in a particular position.	Must have the most years' experience, among candidates.
☐ Is the qualification Objective?	The qualification is objective and does not depend on the employer's subjective judgment.	Bachelor's degree in Biology	A Biology degree from a top tier university
☐ Is the qualification Relevant?	The qualification specified must be relevant to performing the duties of the specified position.	A Ph.D. degree in Nursing for a Nursing position.	Ph.D. in Accounting for a Clinician

Guideline and Best Practices for Position Descriptions/Announcements and Defining Basic Qualifications – UCSF Campus can be found on the Academic Affairs website (<http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/>).

Job Posting/Ad Checklist:

- ☐ Title
- ☐ Position Description/Duties/Responsibilities
- ☐ List of Required/Minimum Qualifications (must include Basic Qualifications)
- ☐ List of Preferred Qualifications (if applicable)
- ☐ Link to the job in AP Recruit
- ☐ Affirmative Action/Equal Opportunity required statement

Optional Diversity Statement:

"UCSF seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence."

Affirmative Action Statement:

"UCSF is an Equal Opportunity/Affirmative Action Employer. The University undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for covered veterans. All qualified applicants are encouraged to apply, including minorities and women."

"UCSF is an Equal Opportunity/Affirmative Action Employer." or "UCSF is an EO/AA Employer"