

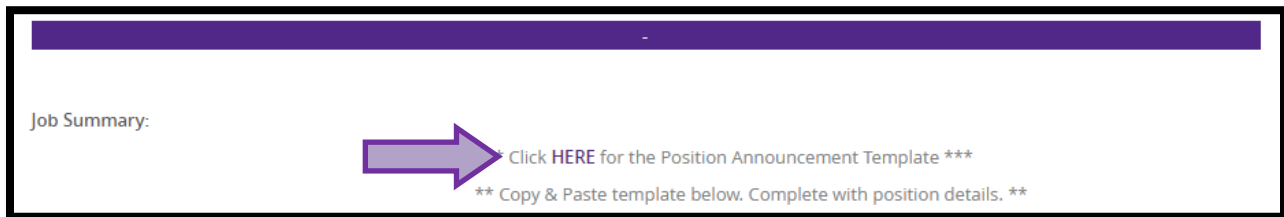
## Updated Position Announcement Template

We have a **newly** updated Position Announcement Template to use in PageUp. Please use the new template on all recruitments as this ensures applicants are receiving consistent information about K-State.

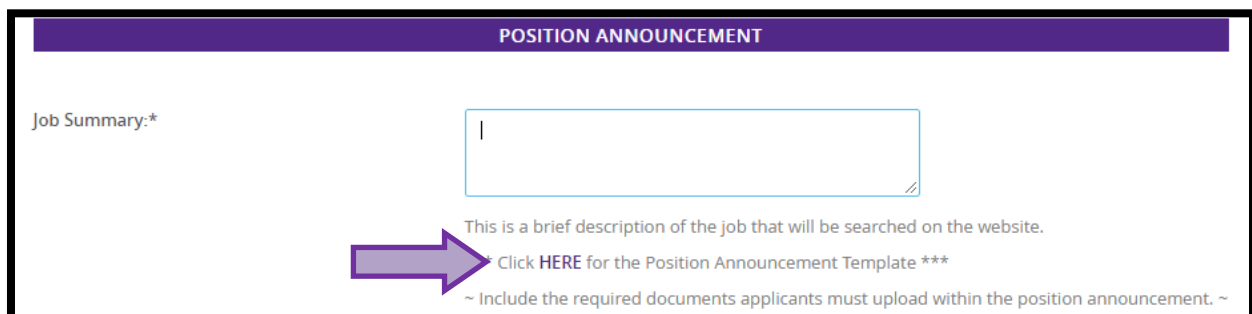
The **Worksite Options** field has been a benefit for departments and applicants since it was added earlier this year. However, departments have seen an increase in confusion from applicants as they are interpreting this category as being fully remote. Departments are encouraged to provide specific details on the worksite expectations to help applicants understand the department's definition of hybrid. We have added two (2) examples of verbiage to use to help eliminate the confusion by the applicants.

**Worksite Options:** This position is eligible for **hybrid** worksite. Work is performed partially remote and partially on employer premises or designated assignment location. (Enter description of on-site work expectations to help the applicants understand the role better. **Example:** This role is expected to work on-site approximately two (2) days a week OR Employee must have availability to be on campus frequently during the work week.)

Please ensure all job announcements are created using this new Position Announcement Template. The template can be found by clicking on '**HERE**' in two places in PageUp. The first is on the **position description (PD)** in the **Job Summary Section**, shown below.



The second place is on the **requisition** in the **Position Announcement** section, shown below.



Once ready, copy and paste the Position Announcement Template into Position Announcement section of the position description or requisition. If you have questions, please contact your [Talent Acquisition Strategic Partner](#).