



UNIVERSITY OF ILLINOIS SYSTEM

Information to Include in University of Illinois Job Postings

University of Illinois System central HR offices and/or hiring units must include certain information in their job postings. The information in this document distinguishes between required and optional posting information.

Required Information

- Equal Opportunity Statement
- Background Checks Information
- Sexual Harassment/Misconduct Disclosures
- E-Verify Information
- AI Statement
- Benefits Statement
- Disability Statement
- Salary Statement

Optional Information

- Supplemental Salary Information

Additional Information

- Fines for Noncompliance
- Contact Information

Equal Opportunity Statement, Background Checks, Sexual Harassment/Misconduct, and E-Verify	
Options	Choose ONE of the Below for Each Job Posting
Shortened Option	<i>The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit Required Employment Notices and Posters to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through E-Verify.</i>
Full Length Option	<i>The University of Illinois System is an equal opportunity, affirmative action employer dedicated to building a community of excellence, equity, and diversity. We are committed to fostering an inclusive environment and we welcome applications from qualified</i>

	<p><i>individuals of all backgrounds and identities. The University of Illinois System does not discriminate against any applicant or employee based on their real or perceived race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. Visit University of Illinois Non-Discrimination Statement</i></p> <p><i>The University of Illinois System conducts background checks on all job candidates upon acceptance of a contingent offer of employment. Convictions are not a bar to employment. Background checks will be performed in compliance with state and federal law.</i></p> <p><i>The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment.</i></p> <p><i>As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.</i></p>
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AI Statement	
Options (Only One)	The Below AI Statement Must Be Included
This option must be used.	<i>Artificial Intelligence (AI) tools may be used in some portions of the candidate review process for this position; however, all employment decisions will be made by a person.</i>

Benefits Statement	
Options	Choose ONE of the Below for Each Job Posting
Positions Eligible for Benefits	<i>This position is intended to be eligible for benefits. This includes Health, Dental, Vision, Life Insurance, a Retirement Plan, Paid time Off, and Tuition waivers for employees and dependents.</i>
Positions NOT Eligible for Benefits	<i>This position is not eligible for benefits.</i>

Disability Statement	
Location	Select Your University or System Office Statement
Chicago	<i>The university provides accommodations to applicants and employees. Request an Accommodation</i>
Springfield	<i>Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act to complete the application and/or interview process. Requests may be submitted by contacting UIS HR at hremployment@uis.edu or call 217-206-6652.</i>

Urbana	<i>Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act to complete the application and/or interview process. Accommodations may also be requested on the basis of pregnancy, childbirth, and related conditions, or religion. Requests may be submitted through the reasonable accommodations portal, or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.</i>
System Office	<i>Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations portal, or by contacting the System Human Resource Services at 217-333-2600, or by emailing ADAaccessibility@uillinois.edu.</i>

Salary Statement	
Options	Choose ONE of the Below for Each Job Posting
Exact Wage or Salary	<ul style="list-style-type: none"> <i>The wage for this position is \$xx,xxx</i> <i>The collective bargaining agreement sets a wage of \$xx,xxx.</i>
Previously Determined Range	<ul style="list-style-type: none"> <i>The previously determined salary range for this position was \$xx,xxx to \$xx,xxx.</i>
Actual Range for Others with Equivalent Position	<ul style="list-style-type: none"> <i>The salary range of employees currently holding equivalent positions is \$xx,xxx to \$xx,xxx.</i>
Budgeted Amount	<ul style="list-style-type: none"> <i>The budgeted salary range for the position is \$xx,xxx to \$xx,xxx.</i>
Multiple Ranks (required to include the exact wage, salary or range for each rank)	<ul style="list-style-type: none"> <i>The budgeted salary range for the position is \$xx,xxx to \$xx,xxx at the Assistant Professor level, \$xx,xxx to \$xx,xxx at the Associate Professor level, and \$xx,xxx to \$xx,xxx at the Full Professor level, for a [9 or 12] month service basis.</i>
Course Specific Pay	<ul style="list-style-type: none"> <i>The rate for teaching this course is \$xx,xxx.</i> <i>The rate range for teaching this course \$xx,xxx-\$xx,xxx.</i> <i>The budgeted salary for this position is \$x,xxx per credit hour.</i> <i>The budgeted salary range for this position is \$x,xxx-\$x,xxx per credit hour.</i>

Supplemental Salary Information (Optional)

In addition to including one of the required, italicized salary statements listed above, one of the following statements may be included, at your discretion. Please note the below options should not be used if the position is covered by a collective bargaining agreement that sets specific wage amounts or for any position for which the exact wage or salary is specified.

- Final salary offered will be determined by a thorough assessment of available market data, internal salary equity, candidate experience and qualifications, and budget constraints.*
- We strive to provide a competitive salary, considering factors such as available market data, internal equity, candidate experience and qualifications, and budget constraints. The final salary offer will be determined through a thorough assessment of these elements.*
- Salary is competitive and commensurate with qualifications and experience, while also considering internal equity.*

- *The pay offered to the selected candidate will be determined based on factors including (but not limited to) the experience and qualifications of the selected candidate including equivalent years in rank, training, and field or discipline; internal equity; and external market pay for comparable jobs.*
- *It is not typical for an individual to be offered a salary at or near the top of the full range for a position. (This option may be used in conjunction with one of the other bulleted options in this section.)*

Fines For Noncompliance

The unit/office that publishes a noncompliant job posting is responsible for any resulting fines issued by the Department of Labor or other regulatory agency. The below listed fines are for job postings that do not include salary and/or benefit information. Fines for other missing requirements may also be applicable.

Active Posting	Inactive Postings
\$500 for the first offense, if not remedied within a 14-day period	\$250 for the first offense
\$2,500 for a second offense, if not remedied within a seven-day period	\$2,500 for a second offense
\$10,000 for a third offense	\$10,000 for a third offense and any subsequent offense

Contacts for Additional Information

Urbana-Champaign: Illinois HR: (217) 333-2137; ihr@illinois.edu
 Chicago: UIC Human Resources: Cheri Canfield; cheric@uillinois.edu
 UI Health: UI Hospital and Clinics (UI Health): Debbie Lewis; deblewis@uic.edu
 Springfield: UIS Human Resources: (217) 206-6652; uishr@uis.edu
 System Office: System Human Resource Services: erhr@uillinois.edu