


Job Posting Style Guide



Please use the following guide for formatting your job postings to ensure consistency among postings.

Standard Format:

- Font – Arial
- Font Size – 12 pt
- You can include hyperlinks within the text of your posting by using copy/paste or by using the Insert Hyperlink Button. 
- Standard bullets, as provided by PeopleSoft.
- Standard line spacing, as provided by PeopleSoft.

****Do not change font or font size****

Prohibited Formatting Functions: Please do *not* use these functions.



- Insert Horizontal Line



- Insert Table



- Insert Image



- Insert Special Character



- Strike Through



- Insert/Remove Numbered List



- Text Color



- Background Color (Highlighting)

If you have questions about proper job posting formatting, please contact your Employment & Compensation Analyst.

****Please note that if you use any of the prohibited formatting functions, they will be changed prior to being posted to the HR website.**