Hiring Temporary P&S
Modified Search Process

Beginning Fall 2014, a modified search process has been implemented for filling new temporary P&S positions. This process has been initiated due to federal regulations that require all positions lasting three or more days to be listed with Iowa Workforce Development. The regulations also require UNI to begin offering applicants for temporary positions the opportunity to self-identify as protected veterans and/or persons with disabilities. The Iowa Workforce Development listing and self-id process are incorporated into the Job@UNI system and do not require additional steps beyond what is described below.

SUMMARY
The process of filling a new temporary P&S position begins by using Jobs@UNI to prepare a requisition. Applicants apply online and the Department views applicant materials through Jobs@UNI. The Department then prepares a Pre-Interview Report to indicate which applicants are under consideration. OCEM will review and approve the Pre-Interview Report. Once the selection is made, the Department emails OCEM the name (or names) of the P&S applicant selected for hire. The Department also prepares a PAF that is routed for approval. Note: Unlike a regular P&S search, temporary P&S searches do not require a submission of the Search and Selection Summary.

CREATE A REQUISITION USING JOBS@UNI
1. Access the Jobs@UNI website by entering https://jobs.uni.edu. Click on Login in the upper right corner. Then click on Search Administration Login and enter your CatID username and password.
   - If an error message is received, check to make sure you have clicked on Search Administration Login rather than Applicant Login.
2. To create a Temporary P&S Requisition, click on Professional & Scientific or Non-Academic Institutional Official. To return to a requisition that has been started but not completed, click on Search My Requisitions to return to a draft.

3. Select the Department in the Position Org drop down menu. Choose from the Program Assistant or Program Assistant.Hourly options in the Position Title field. Click Continue when finished.
Enter the position details into the following fields. Please note that required fields are indicated by red arrows and must be completed before moving to the next step. Enter the **Position Type** that you will be filling. Enter the **Appointment Status** as Temporary.

5. Enter the **Percent of Time/Week** field. Then select the appropriate **Service Schedule**.

6. Enter the salary information in the **Yearly Salary** and **Annual Salary/Hourly Rate** fields. The estimated pay must be entered in either the Annual Salary or Hourly Rate field. This information WILL be viewed by applicants so keep that in mind when entering a range. Click the **Check for Commensurate** box so that the maximum of the salary range will NOT show to applicants.

7. Enter the **Proposed Appt. Start Date**.

8. Complete the **Specified Term** field if the hiring arrangement is not covered in the Service Schedule drop down menu referenced above in step 5. Also, indicate the estimated **Number of Hires for Position** if more than one of the exact same position is being filled.
9. Click on **Add LD Row** in the **Labor Distribution** section to indicate what funding source(s) will be used for this position. For more information on what funding sources are available, contact the dean of your department.

10. Enter the details of the request for temporary appointment in the **Position Justification** box. When finished, click **Continue**. If any required fields were not completed, an error message will appear. Errors must be corrected before moving to the next step.

11. Enter the proposed **Ad Start Date** and **Full Consideration Date** to show a minimum of at least a three day period, which satisfies the posting requirement with Iowa Workforce Development. If desired, enter an **Ad End Date** to indicate when the posting should come down from Jobs@UNI. Keep in mind that applicants will need a reasonable amount of time to apply online and will not be able to apply after the Ad End Date has passed because the posting will no longer appear on Jobs@UNI.

12. Enter the person designated to answer applicant questions regarding the position in the **Contact** field. Please note that the selected contact’s information will automatically be populated based on the information available in the University Directory. If desired (but not required), include the **Department URL**. The Department URL should begin with **https://** followed by the web address. An **Alternate Email Address** may also be indicated if desired.
13. Change the title of the vacancy (if desired) in the **Advertising Position Title** field. You can choose a title that may better indicate to applicants what vacancy is available instead of the default “Program Assistant” title.

![Edit position title](image)

14. Enter the **Position Description** and **Education Requirements** in the appropriate fields. These fields will be used to document the details of the temporary position. When finished, click **Continue**.

![Position Description](image)

```
Supervises daily work activities of staff. Prepares departmental reports and other related documents. Helps integrate new programs/policies into the department.
```

![Education Requirements](image)

```
Bachelor's degree required.
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15. In the **Job Application Attachments** section, you will note that **Resume, Cover Letter**, and at least three **Professional References** must be provided by each applicant. Additional application materials, such as work samples or portfolios, may be requested in the **Other Attachments** section. Please note that applicants will need to upload and attach a document for each Other Attachment indicated BEFORE being able to complete the application.
process. **Letters of Recommendation** are not required. If letters are desired, select either the Manual or Online radio button.

If any additional application materials are needed that cannot be submitted through the online system, such as official transcripts, indicate these items in the **Additional Application Materials** box. Applicants will be instructed to provide these materials outside of Jobs@UNI, either by email or postal mail. Click **Continue** when finished.

16. Indicate the recruitment plan for the position in the **Recruiting Resources** section by clicking on the box beside the source(s) that will be utilized. For temporary positions, advertising is not required. Under the **Internet Advertising** heading, click the box beside **IowaJobs.org**, which is where the position will automatically be listed to satisfy federal posting requirements. Click **Continue** when finished.

17. In the **Search Committee** section, enter the name of the **Department Head**. For a temporary position, a traditional search committee is not needed. Instead, those needing access to view applications will need to be added as **Committee Chair** and **Committee**
Members. The Department Head, Committee Chair and Search Committee Admins can be the same person if desired. Click Continue when finished.

18. If desired, provide any additional comments associated with the request in the General Requisition Comments section. When finished, click Continue.

19. At this point, you will have the option to add documents in the Workflow Attachments section. External advertisement drafts or additional materials that have been prepared can be added by clicking Add Attachment. Please note that external advertisements (ex. Waterloo/Cedar Falls Courier) are NOT required for temporary positions. However, if an ad will be placed with an advertising source, it must be reviewed and approved by OCEM first. If you would like assistance in creating an ad for the posting, please contact P&S Employment in HRS at ps-employment@uni.edu.
20. Carefully review all of the requisition information that has been entered. When finished, click **Finalize and Send Into Workflow**.

21. Assign the appropriate approval workflow for the position. If the Department Head is preparing the request, then the Vice President is the only name entered in the **First Approver** section. If the Department Head is NOT the person preparing the requisition (ex. administrative support staff enters the request), then the **First Approver** should be the Department Head and the **Last Approver** should be the Vice President.
- It is NOT necessary to include HRS and OCEM as approvers since the system will automatically route the request to these departments.

22. Click **Send to Workflow** to complete the requisition process. The request will then be electronically routed to the First Approver indicated in the workflow for approval. After all approvals are obtained, the posting becomes “live” on the Jobs@UNI site and is automatically posted with Iowa Workforce Development (as required by federal regulations). Applicants are now able to apply for the vacancy online at [https://jobs.uni.edu](https://jobs.uni.edu).
SCREENING AND SELECTING APPLICANTS FOR CONSIDERATION

1. Applicants must apply electronically for a temporary vacancy through Jobs@UNI. To view applicant materials that have been submitted, access Jobs@UNI at https://jobs.uni.edu. Click on Login in the upper right corner. Then click on Search Administration Login and enter your CatID username and password.

   - If an error message is received, check to make sure you have clicked on Search Administration Login rather than Applicant Login.

2. Click on Search Management, found in the yellow bar at the top of the page. Then click Go to Search Committee Home and select the button beside the search you would like to view. Click Select Search to proceed to the Professional & Scientific Search Committee Options screen.
3. Click on Manage Applicant Pool.

4. Click **Open Applicant Pool for Scoring**. This allows committee members access to view Applicant materials. Then click **Requisition Options** in the gray bar near the top of the page to return to the Professional & Scientific Search Committee Options page.

5. Under the Manage Applicants heading, click **Rate Applicants** to view the applicant pool. Click on each applicant’s name to view application materials.
Rate Applicants
Director - 50248

Pool Information
Type: Yes/No/Maybe
Description: The original applicants
Refresh Screen » All Applicants

1 applicant(s) in this pool.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Original Date Appl. Received</th>
<th>Complete Date</th>
<th>Rating/Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jon D</td>
<td>yes</td>
<td>07/29/2013</td>
<td></td>
</tr>
</tbody>
</table>

While reviewing each applicant’s materials, click on the **EO Rating Options** tab and complete the required rating information marked with red arrows. For each applicant, select a **Rating Code** and **Pre-Interview Action Code** from the drop down menus. Select Permission to Interview (3) in the Pre-Interview Action code menu to indicate the applicant(s) under consideration. Otherwise, choose Not Under Consideration at This Time (0) for remaining applicants. Also, indicate whether or not a **Phone Screen** (or phone interview) will be conducted. On-campus interviews are not required, but may be conducted as part of the process if desired. Ratings must be recorded for each applicant before proceeding to the next step.
For applicant(s) under consideration, answer Yes or No to the Conflict of Interest in Employment question that appears once the Pre-Interview Action Code has been entered. Then click the Save button to continue.

6. When finished rating all applicants, prepare a Pre-Interview Report to document the applicant pool by returning to the Professional & Scientific Search Committee Options page. Click on Pre-Interview Reports and then Start a Pre-Interview.
7. Review the chart that appears to ensure that the applicant(s) under consideration is coded with 3 in the Action column.

Complete the remainder of the Pre-Interview Report by answering the required questions (marked with red arrows) found below the chart of applicants.

8. The pre-interview report does not require approval of the Department Head and division Vice President, however you may still include them in the workflow, if desired. If you choose not to include them in the workflow, select "Remove" next to each approver. This will send the report directly to OCEM. Click the Save and Review for Submission button when finished.
9. Review the final draft of the Pre-Interview Report and click **Finalize and Send Into Workflow** when finished. Once the report has received approval, you will receive notification from OCEM. Proceed with contacting applicant(s) under consideration about the position. An offer may then be made to the selected applicant.

10. Once a selection is made, email HRS to indicate the name of the person that has accepted the offer. Also, prepare a PAF notating the Jobs@UNI requisition number and route for approval. The selected candidate may not start work until the position has been posted at least three days with Iowa Workforce Development.

11. HRS will officially close the position in Jobs@UNI.

**NOTIFICATION TO APPLICANTS NOT SELECTED**

1. Emails notifying applicants of their non-selection should be sent once the search has concluded. Access Jobs@UNI by entering [https://jobs.uni.edu](https://jobs.uni.edu). Click on **Login** in the upper right corner. Then click on **Search Administration Login** and enter your CatID username and password.

   - If an error message is received, check to make sure you have clicked on **Search Administration Login** rather than **Applicant Login**.

2. Click on **Search Management**, found in the yellow bar at the top of the page. Then click **Go to Search Committee Home** and select the button beside the search you would like to view. Click **Select Search** to proceed to the **Professional & Scientific Search Committee Options** screen.
3. Click on Applicant Communication Center to begin the automated letter process. Then click Not Selected for Interview.
4. Check the box beside the name(s) of applicants that should be notified that the search has concluded. Click **Continue** when finished.

5. Review the prepopulated message that will be sent to applicants not chosen for interview. Click **Continue** to move to the final draft email. If the draft looks fine, click **Continue** to send. Once emails are initiated, a record of the communication will appear in the **Communications Sent** section.
STORAGE OF MODIFIED SEARCH MATERIALS

Record retention requirements for materials received through the Modified Search Process are similar to the retention requirements for materials generated through a regular non-temporary search process. Departments are required to retain all application materials for a period of three years following the date the position is filled.

Questions regarding the P&S modified requisition process may be directed to: Melissa Engdahl, P&S Employment Coordinator, Human Resources at: melissa.engdahl@uni.edu or 273-6300.