

Modified Requisition Process for Temporary P&S Positions

The following guide details the process of requesting to fill a new temporary P&S position. This request should be made through Jobs@UNI even if a search is not required to fill the vacancy. This process has been implemented to comply with OFCCP regulations effective March 24, 2014.

Temporary P&S appointments do not require a full search; however the vacancy must be listed on Jobs@UNI for a minimum of three (3) full calendar days. Once the position is listed on Jobs@UNI, it will automatically be listed with Iowa Workforce Development, which is a requirement of OFCCP regulations. To begin the process of filling a new temporary P&S position, select from the options below.

- A. If a full search **will not** be conducted, proceed with the instructions found in this guide to utilize the modified requisition process in Jobs@UNI. The modified process will not utilize an electronic application; therefore applicants' materials must be collected, reviewed and stored within the department.

-OR-

- B. Conduct a full search using Jobs@UNI. Applicants will be directed to apply electronically, and the system will be used in accordance with regular non-temporary P&S recruitment procedures. Instructions for conducting a full search are found here: <http://www.vpaf.uni.edu/hrs/ps/search/index.shtml>

To prepare a MODIFIED requisition (option A above):

1. Access the Jobs@UNI website by entering <http://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.

University of Northern Iowa Jobs@UNI

Home Search Jobs Register Contact Us About Us Support Login

Login to Jobs@UNI

Please choose from the following login options:

- Applicant Login - Use this option if you have already signed up for a Jobs@UNI account. [If you do not have a Jobs@UNI account and would like one, please register now.](#)
- Search Administration Login - Use this option if you are a Requisition Preparer, Search Approver, Search Chair, Search Administrator, or Search Committee Member.

Applicant Login Search Administration Login

[Jobs@UNI Login Tips](#)

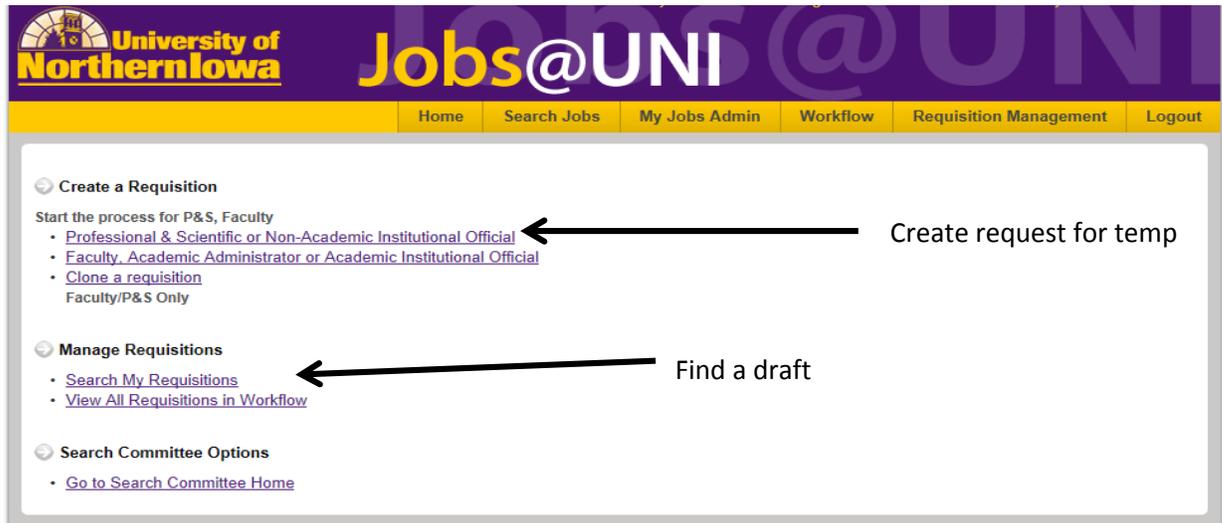
UNI Employees will first need to [Register](#) in order to apply for a Jobs@UNI position.

Jobs@UNI Username:

Current Password:

Login

- To create a Temporary P&S Requisition, click on **Professional & Scientific or Non-Academic Institutional Official**. To return to a modified requisition that has been started but not completed, click on **Search My Requisitions** to return to a draft.



- Select the Department in the **Position Org** drop down menu. Choose either *Program Assistant* or *Program Assistant Hourly* in the **Position Title** field. (You will be able to select a more descriptive working title later in the requisition).

Create Professional & Scientific or Non-Academic Institutional Official Requisition

If the desired Position Org or Position Title does not appear in the following menus, please contact [Jobs@UNI Administration](#).

Position Org:

A Position Org is required to create a requisition. If you do not know the Position Org, please contact [Jobs@UNI Administration](#).

Position Title:

A Position Title is required for any existing position requisition. If you do not know the Position Title, please contact [Jobs@UNI Administration](#).

- 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** of the position that you will be filling. Enter the **Appointment Status** as Temporary.

Position Type: New Position Vacant Position

Appointment Status:

- Enter the percentage in the **Percent of Time/Week** field. Then select the appropriate **Service Schedule**.

» Percent of Time/Week:

» Service Schedule:

6. Enter the salary information in the **Yearly Salary** and **Annual Salary or Hourly Rate** fields. The estimated pay must be entered in either the Annual Salary or Hourly Rate field. This information will NOT be viewed by applicants. Actual salary should be conveyed to the selected candidate at the time of offer.

» Yearly Salary: Yes No
If this Position has an Hourly Rate, please select "No" above.

» Annual Salary: Minimum: Maximum: Range is from
Minimum to Maximum, No Commas

-OR-

» Hourly Rate:

No Commas, round to nearest cent

7. All P&S temporary positions are in pay grade 1 which will pre-fill when the Program Assistant title is selected. Enter the **Proposed Appt. Start Date**, which can be an estimated start date. Actual start date should be conveyed to the selected candidate at the time of offer.

Position Pay Grade: PS.1

» Proposed Appt. Start Date:
Format: mm/dd/yyyy

8. Select the **Alternate Search Process** checkbox. This indicates that a full search will not be conducted to fill the temporary vacancy. Select **Other** in the **Options** drop down menu. Check the **Display Jobs@UNI Advertising** checkbox. Provide details of the request for temporary appointment in the **Explanation** box.

Alternate Search Process: 
[More Information on Alternate Search Process](#)

Options: 

Display Jobs@UNI Advertising: 

Explanation: 


- 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.

The screenshot shows a form section with the following elements:

- A label **Specified Term:** followed by a checked checkbox and the text "Check if this requisition is intended to be used to hire an individual for a specified term."
- A label **Specify Term:** followed by an empty text input field and the word **Months**.
- A label **Number of Hires for Position:** followed by an empty text input field.

Two black arrows point to the **Specified Term:** checkbox and the **Number of Hires for Position:** input field.

- 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.
- Enter the details of the request for temporary appointment in the **Position Justification** box if you have not included this information in the Explanation box referenced above in step 8.
- 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.
- Enter the proposed **Ad Start Date** and **Full Consideration Date** which must span at least three (3) full calendar days, which satisfies the listing requirement with Iowa Workforce Development. OCEM may adjust dates as needed depending on how timely approvals are received once the requisition is submitted for approval. (Note: the 14 day requirement noted on the requisition is only for non-temporary positions requiring a full search process).

The screenshot shows the **Advertising Dates** section with the following elements:

- A label **Ad Start Date:** followed by a date picker icon and an arrow pointing to it.
- Format: mm/dd/yyyy
- A label **Full Consideration Date:** followed by a date picker icon and an arrow pointing to it.
- Format: mm/dd/yyyy
- The Full Consideration Date must be at least 14 calendar days from the Ad Start Date.

- Enter the person designated to collect any applicant materials received in the **Contact** field. Since electronic applications are not utilized with the modified requisition, applicants will be instructed to submit materials to the attention of the person listed as the Contact. 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 **http://** followed by the web address. An **Alternate Email Address** may also be indicated if desired.

→ **Department Contact Information**

The following fields will be viewed by applicants. Please list who applicants should contact for more information about the position.

Department URL:

xContact: [Choose/Edit](#)

Use Internal Contact Info for the Ad: Yes No

Alternate Email Address:

Defaults to internal contact's email

15. Change the title of the vacancy (if desired) in the **Advertising Position Title** field. For example, the title commonly used for this position may better indicate to applicants what vacancy is available instead of the default “Program Assistant” title.

→ **Job Description/Requirements**

Advertising Position Title: Edit position title

16. 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**.

x Position Description:



x Education Requirements:



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

↩ **General**

General Requisition Comments - For Internal Use Only

Note: limit of 254 characters.

18. 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.

Requisition #:	50432
Position Title:	Program Assistant
Job Category:	P&S
Hiring Organization:	Human Resource Services
Position Organization:	Human Resource Services
Division:	VP for Administration & Financial Services

↩ **Workflow Attachments**

Attach working documents (i.e. external ad drafts, position description/announcement, position justification, solicitation) that will be used with this search for review.

[Attachments - Add Attachment](#)

[Refresh Page](#) [Attachment Help](#)

19. Carefully review all of the requisition information that has been entered. When finished, click **Finalize and Send Into Workflow**.

Miscellaneous

Requisition Status: In Process

20. Assign the appropriate approval workflow for the position. This must include the Department Head or Dean and the division Vice President.

It is NOT necessary to include HRS and OCEM as approvers because the system will automatically route the request to these departments.

Assign Workflow Approvers



Attention:

- Human Resource Services and OCEM do not need to be added to workflow.
- The requisition requires approval of the Department Head and division Vice President. Please establish the appropriate approval workflow for your department.
- Other approvers can be added.
- Once you have added all relevant workflow approvers (a minimum of one), you can order the approvers by dragging them to the correct position.

First Approver

Approvers for First Approver:

Approvers Description: Department Head  Department Head

Approvers Name: [Choose/Edit](#) [Remove](#) [Click Here to Drag](#)

Last Approver

Approvers for Last Approver:

Approvers Description: Vice President  Division Vice President

Approvers Name: [Choose/Edit](#) [Remove](#) [Click Here to Drag](#)

Add Approver

Send to Workflow Cancel

21. Click **Send to Workflow** to complete the requisition process. The request will then be electronically routed to HRS and once approved it will be sent to the First Approver indicated in the workflow for approval. After all approvals are obtained, the listing becomes “live” on the Jobs@UNI site and is automatically listed with Iowa Workforce Development (as required by OFCCP regulations).
22. The position will be listed on Jobs@UNI for a minimum of three (3) full calendar days. After the listing period, departments should review the applicant materials received. A selection may then be made and a PAF should be prepared *notating the Jobs@UNI requisition number on the PAF* and routed for approval.
23. 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 (3) years following the closure of the requisition for temporary P&S employees.

Questions regarding the P&S modified requisition process may be directed to:

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