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.
2. 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.

3. 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).

4. 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.

5. Enter the percentage in the Percent of Time/Week field. Then select the appropriate 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.

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.

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.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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).

14. 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.
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.

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

![General Requisition Comments](image)

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.

![Workflow Attachments](image)

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

![Finalize and Send Into Workflow](image)

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.
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 noting 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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