University of Northern Iowa

Human Resource Services

Temporary Staff Search Process: User Guide

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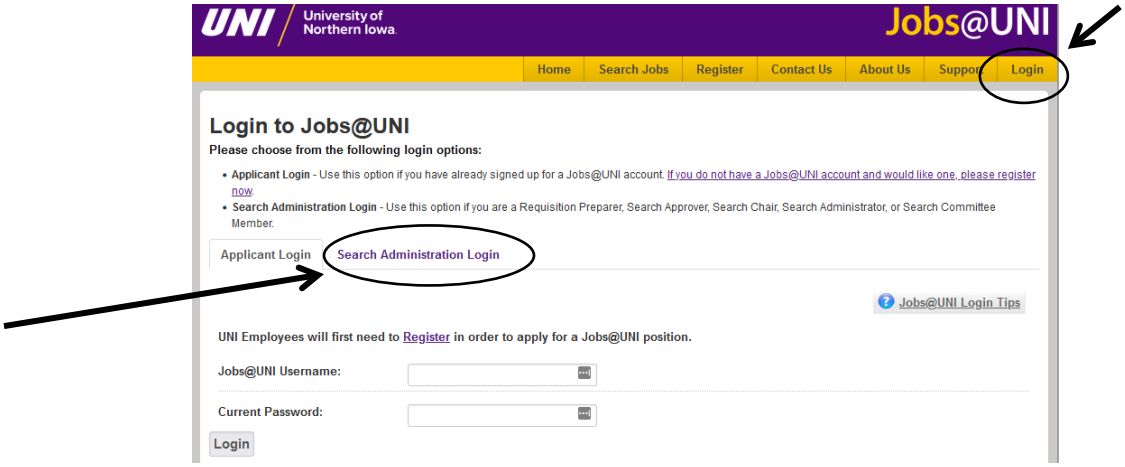
INTRODUCTION

Federal regulations require all positions lasting three or more days be posted with IowaWORKS. The process of filling a new temporary staff position begins by using Jobs@UNI to prepare a requisition. Upon approval of the requisition, HRS will post the position. Applicants apply online and the Search Chair views applicant materials through Jobs@UNI. The Search Chair 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 HRS the name(s) of the applicant(s) selected for hire. HRS will work with the department on the offer letter. Upon the applicant's acceptance HRS will complete required background checks and degree verifications. Once the hire is official the Department prepares a PAF that is routed for approval.

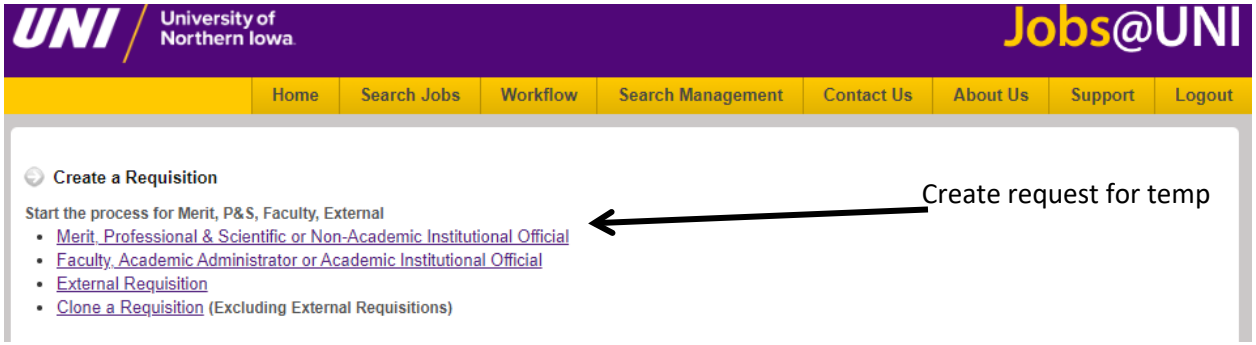
Questions regarding the search process may be directed to Human Resource Services at hrs-employment@uni.edu.

CREATE A REQUISITION USING JOBS@UNI

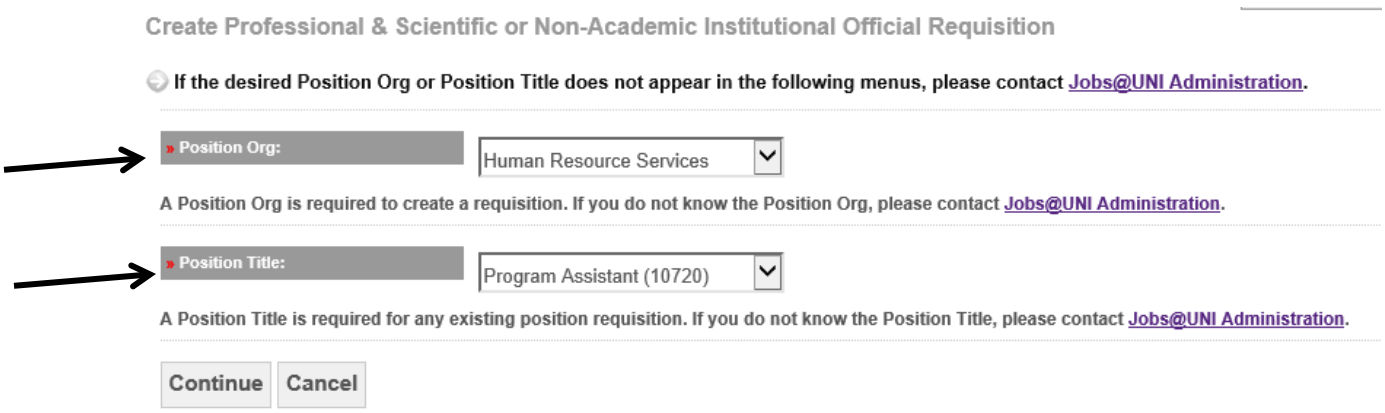
1. Access the Jobs@UNI website at https://jobs.uni.edu. Click on **Login** in the upper right corner. Then click on **Search Administration Login** and enter your CatID username and password.
   -If an error message is received, check to make sure you have clicked on **Search Administration Login** rather than Applicant Login.



2. To create a Temporary Requisition, click on **Merit, 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. From the **Position Org** drop down menu, select your Department. From the **Program Title** drop down, select **Program Assistant.Hourly** if filling a P&S position and select the appropriate temporary position title if filling a Merit position (i.e. Custodian I.Temporary, Secretary II.Temporary, Unclassified Staff, etc.) Click **Continue** when finished.

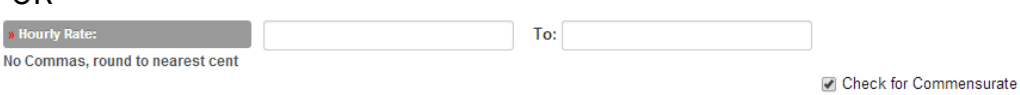


4. Enter the position details into the following fields. Please note that required fields are indicated by **red arrows** and must be completed before moving to the next step. Enter the **Position Type** that you will be filling**.** Enter the **Appointment Status** as Temporary.

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

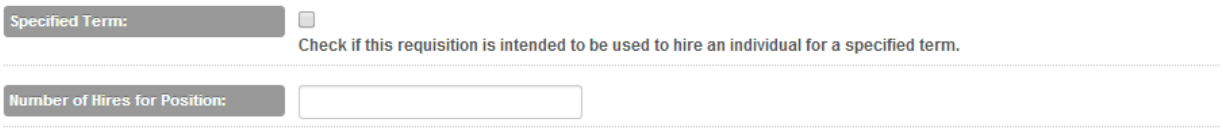
6. Enter the salary information in the **Yearly Salary** and **Annual Salary/Hourly Rate** fields. The estimated pay must be entered in either the Annual Salary or Hourly Rate field. Click the **Check for Commensurate** box so that the maximum of the salary range will NOT show to applicants.

-OR-

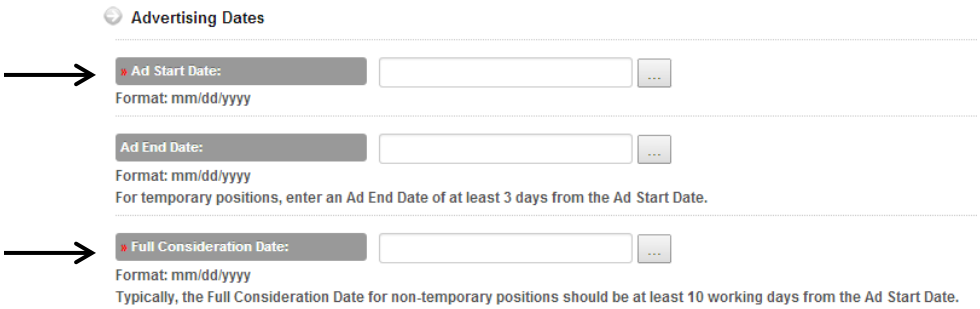


7. Enter the **Proposed Appt. Start Date**.

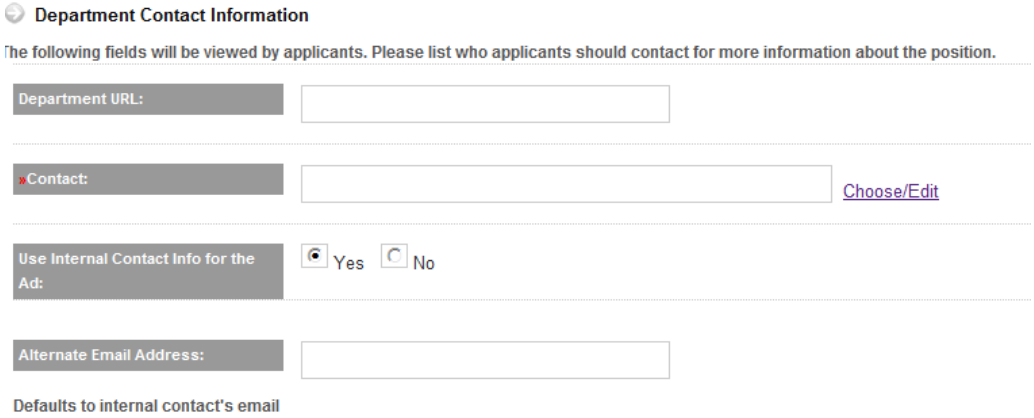
8. Complete the **Specified Term** field if the hiring arrangement is not covered in the Service Schedule drop down menu referenced above in step 5. Also, indicate the estimated **Number of Hires for Position** if more than one of the exact same position is being filled.



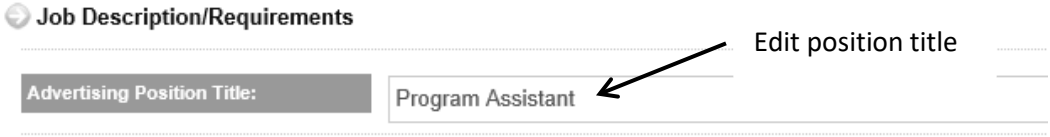
9. Click on **Add LD Row** in the **Labor Distribution** section to indicate what funding source(s) will be used for this position. For more information on what funding sources are available, contact the dean of your department.
10. Enter the details of the request for temporary appointment in the **Position 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 IowaWORKS. If desired, enter an **Ad End Date** to indicate when the posting should come down from Jobs@UNI.



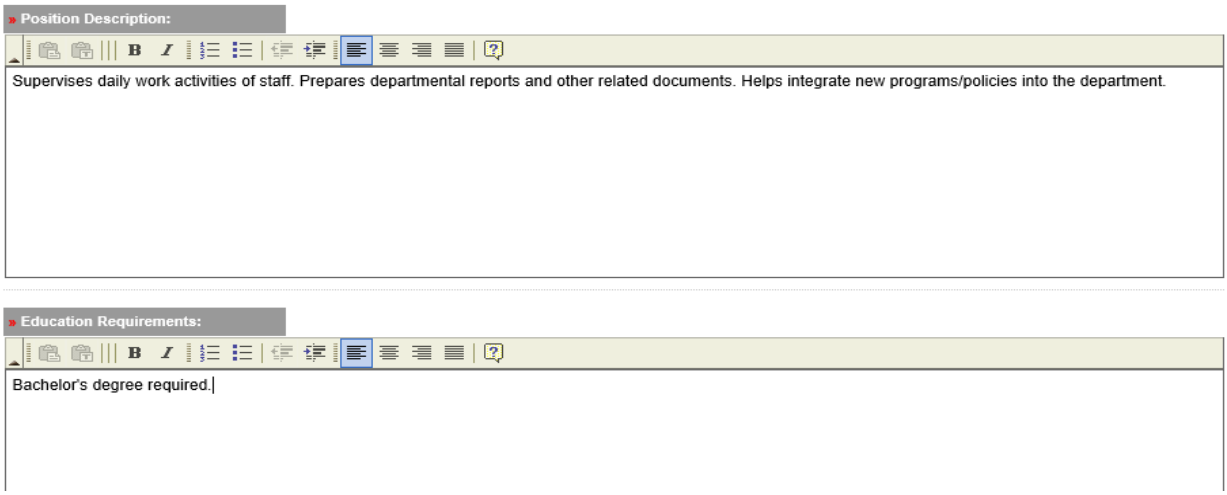
12. Enter the person designated to answer applicant questions regarding the position in the **Contact** field. Please note that the selected contact's information will automatically be populated based on the information available in the University Directory. If desired (but not required), include the **Department URL.** An **Alternate Email Address** may also be indicated if desired.



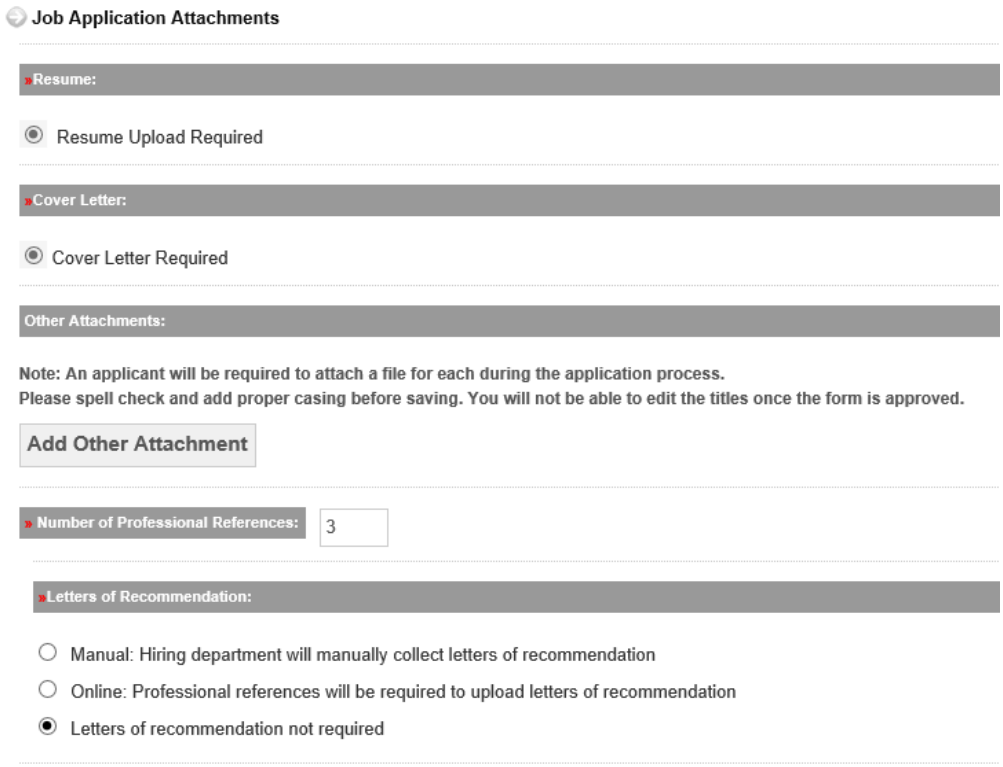
13. Change the title of the vacancy (if desired) in the **Advertising Position Title** field. You can choose a title that may better indicate to applicants what vacancy is available instead of the default “Program Assistant” title for P&S temporary position.



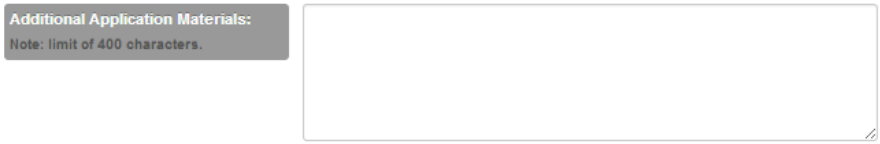
14. Enter the **Position Description** and **Education Requirements** in the appropriate fields. When finished, click **Continue.**



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.

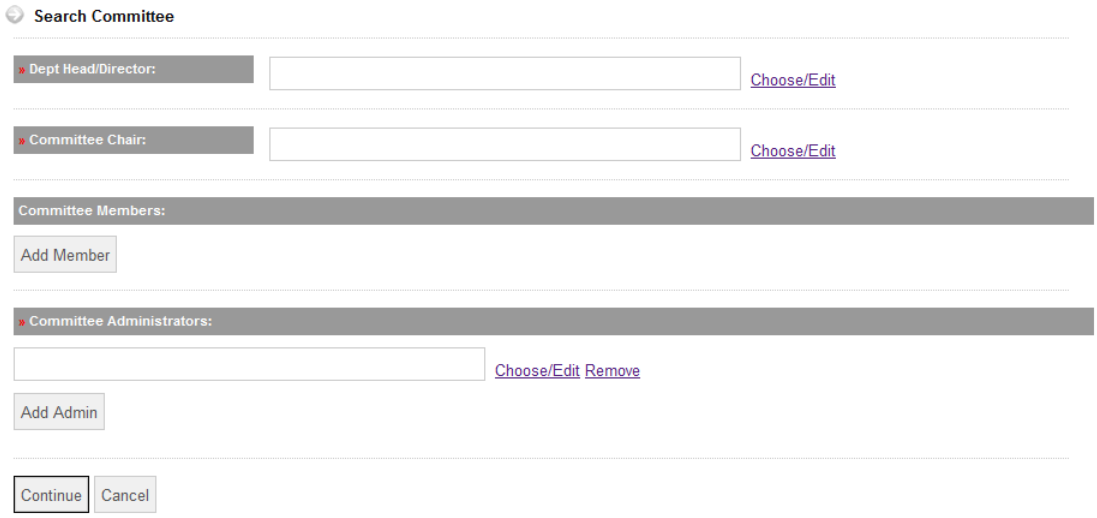


Additional Application Materials section is a comment box to indicate to the applicant that additional materials may be required outside of the online application process. The section is optional and should only be used for items not listed in the attachment sections such as writing samples, additional department forms, transcripts, etc...

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. Under the **Internet Advertising** heading, click the box next to **Iowa Jobs/Iowa Workforce Development**, which is where the position will automatically be listed to satisfy federal posting requirements. For temporary positions, additional advertising is not required, but can be used. Click **Continue** when finished.

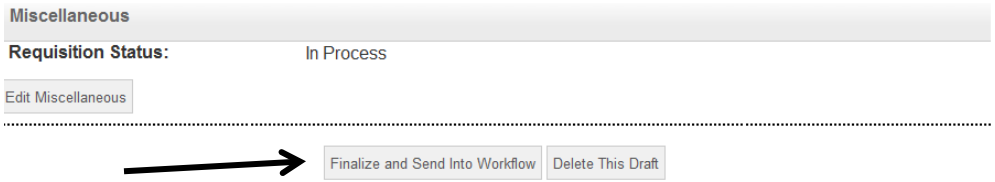
17. In the **Search Committee** section, enter the name of the **Department Head.** For a temporary position, a traditional search committee is not needed. Instead, those needing access to view applications will need to be added as **Committee Chair** and

Committee Members. The Department Head, Committee Chair and Search Committee Admins can be the same person if desired. Click **Continue** when finished.



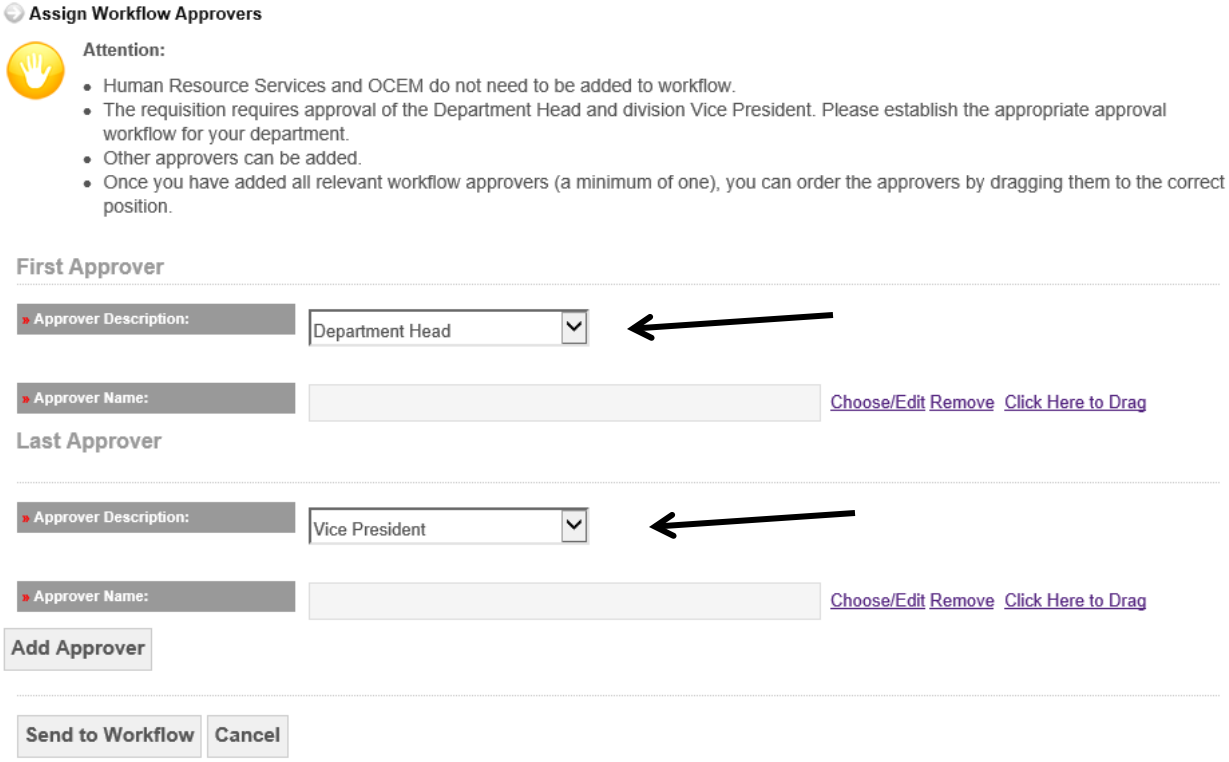
18. If desired, provide any additional comments associated with the request in the **General Requisition Comments** section. When finished, click **Continue**.

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



20. 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 Division Head.

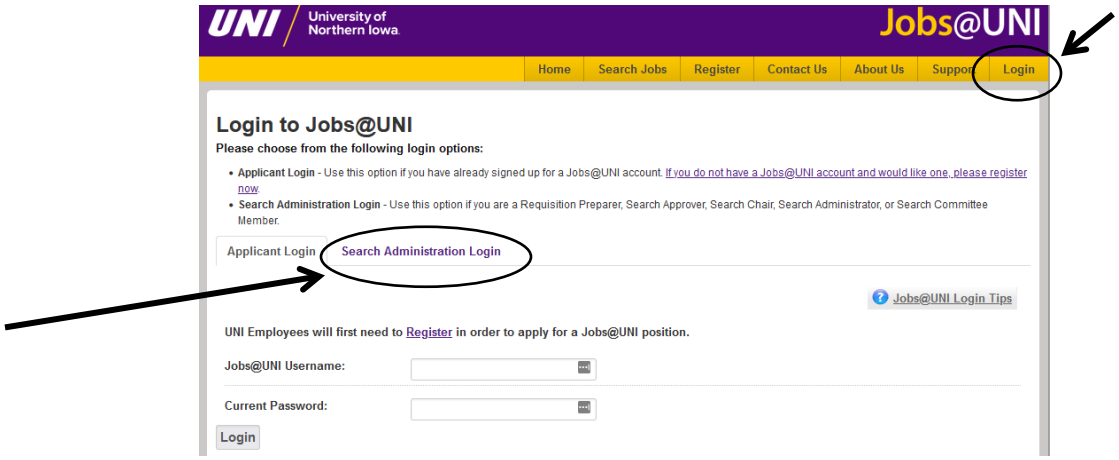
-It is NOT necessary to include HRS and OCEM as approvers. The system will automatically route the request to these departments.



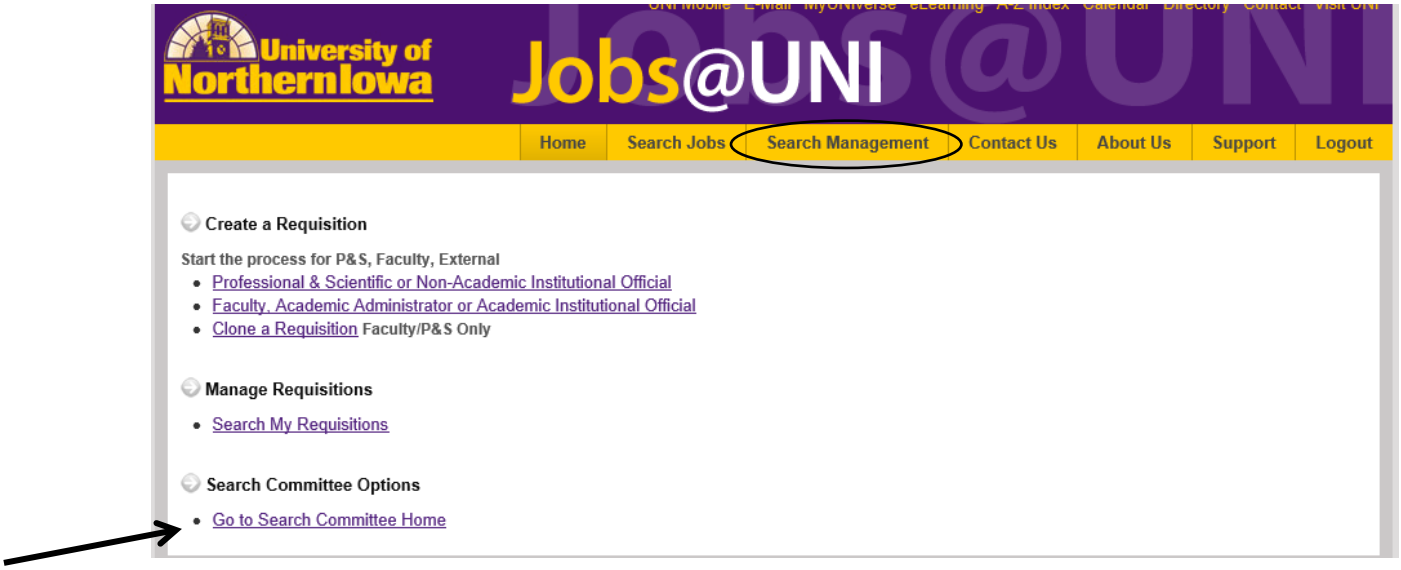
21. Click **Send to Workflow** to complete the requisition process. The request will then be electronically routed to the First Approver indicated in the workflow for approval. After all approvals are obtained, the posting becomes “live” on the Jobs@UNI site and is automatically posted with IowaWORKS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

SCREENING AND SELECTING APPLICANTS FOR CONSIDERATION

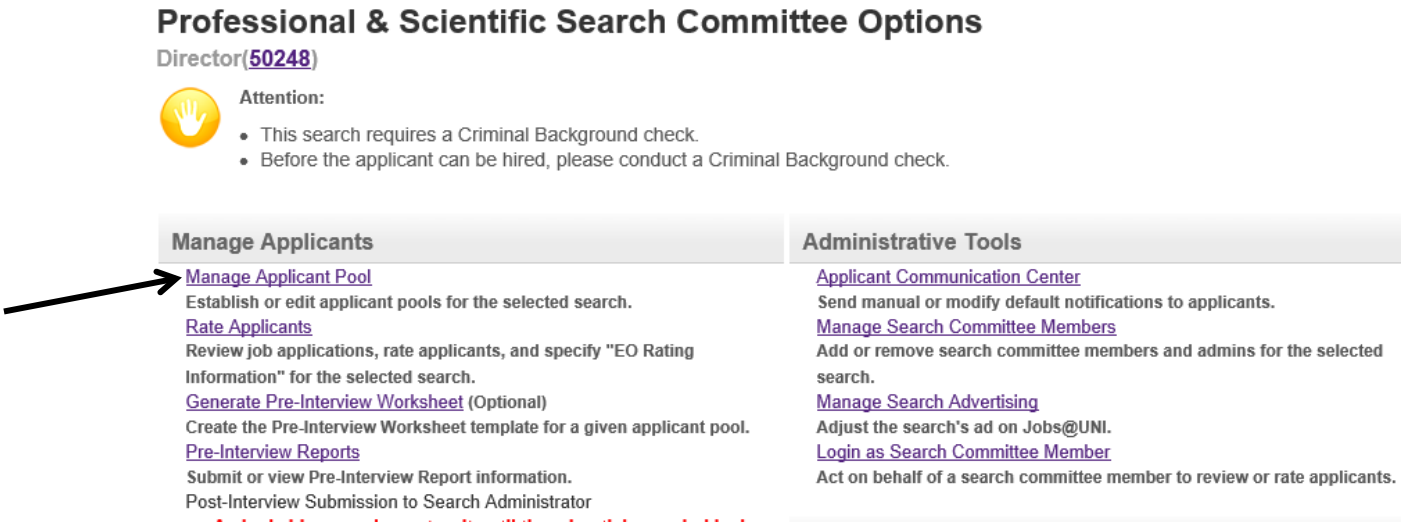
1. Applicants must apply electronically through Jobs@UNI. To view applicant materials that have been submitted, access Jobs@UNI at https://jobs.uni.edu. Click on **Login** in the upper right corner. Then click on **Search Administration Login** and enter your CatID username and password.
   -If an error message is received, check to make sure you have clicked on **Search Administration Login** rather than Applicant Login.



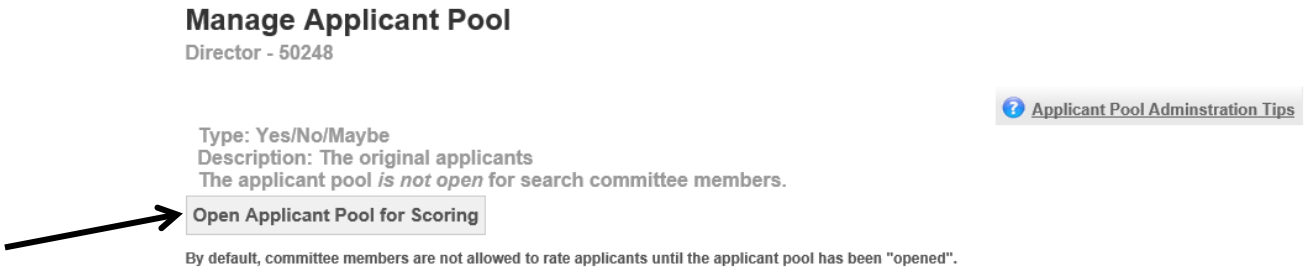
2. Click on **Search Management**, found in the yellow bar at the top of the page**.** Then click **Go to Search Committee Home** and select the button next to the search you would like to view. Click **Select Search** to proceed to the **Search Committee Options** screen.



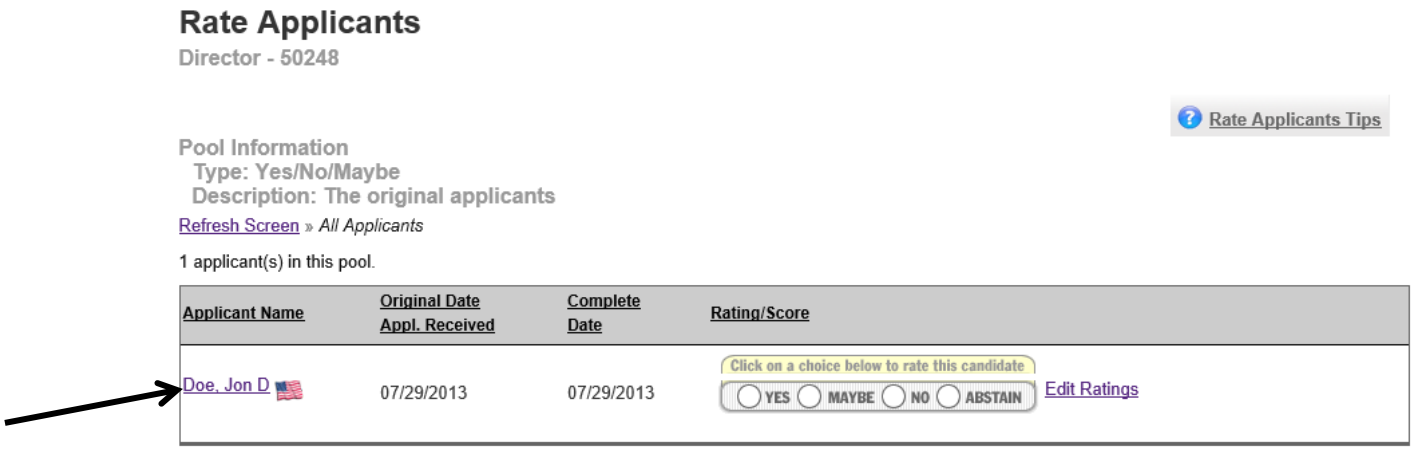
3. Click on **Manage Applicant Pool.**



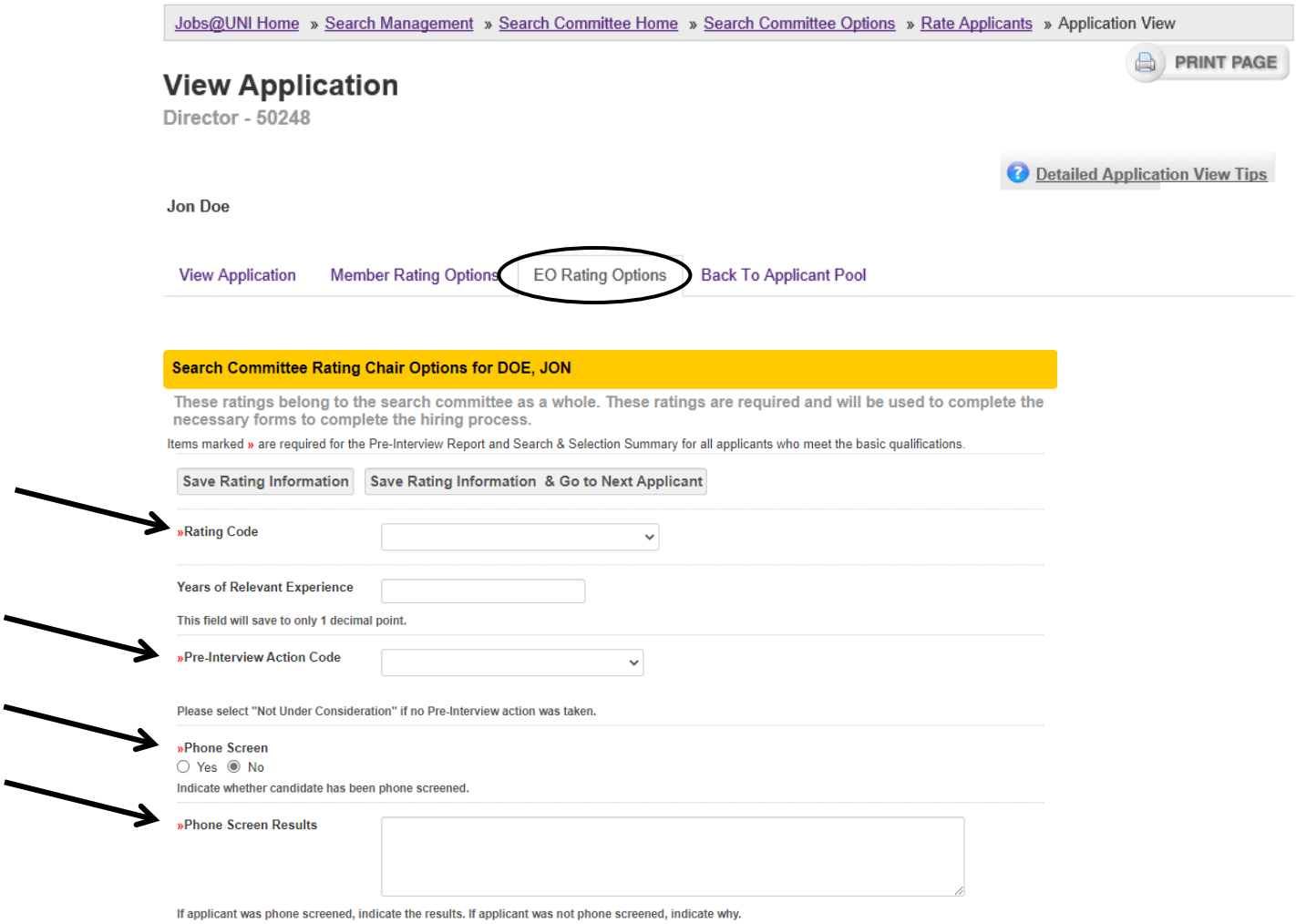
4. Click **Open Applicant Pool for Scoring**. This allows committee members access to view Applicant materials. Then click **Requisition Options** in the gray bar near the top of the page to return to the Search Committee Options page.



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



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 – Tier 1 (3) in the Pre-Interview Action code menu to indicate the applicant(s) under consideration. Otherwise, choose Permission to Interview – Tier 2 (4), Not Under Consideration at This Time (0), or Applicant Withdrew (5) for remaining applicants. Also, indicate whether or not a **Phone Screen** will be conducted and complete the **Phone Screen Results** field. On-campus interviews are not required for temporary positions, 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.

»Is there any known Conflict of Interest in Employment?

Yes No

This question must be answered if you have selected "Permission to Interview" before submitting the Pre-Interview Report into workflow.

Conflict of Interest in Employment (Nepotism)

6. When finished rating all applicants, prepare a Pre-Interview Report to document the applicant pool by returning to the **Search Committee Options** page. Click on **Pre-Interview Reports** and then **Start a Pre-Interview**.

Professional & Scientific Search Committee Options

Director(50248)

Attention:

- This search requires a Criminal Background check.
- Before the applicant can be hired, please conduct a Criminal Background check.

Manage Applicants

Manage Applicant Pool
Establish or edit applicant pools for the selected search.

Rate Applicants
Review job applications, rate applicants, and specify "EO Rating Information" for the selected search.

Generate Pre-Interview Worksheet (Optional)
Create the Pre-Interview Worksheet template for a given applicant pool.

Pre-Interview Reports
Submit or view Pre-Interview Report information.

Post-Interview Submission to Search Administrator

Administrative Tools

Applicant Communication Center
Send manual or modify default notifications to applicants.

Manage Search Committee Members
Add or remove search committee members and admins for the selected search.

Manage Search Advertising
Adjust the search's ad on Jobs@UNI.

Login as Search Committee Member
Act on behalf of a search committee member to review or rate applicants.

7. Review the chart that appears to ensure that the applicant(s) under consideration is coded with 3 in the Action column.

Submit Pre-Interview Report

Director - 50248

Pre Interview Form Tips

Skip down to the form

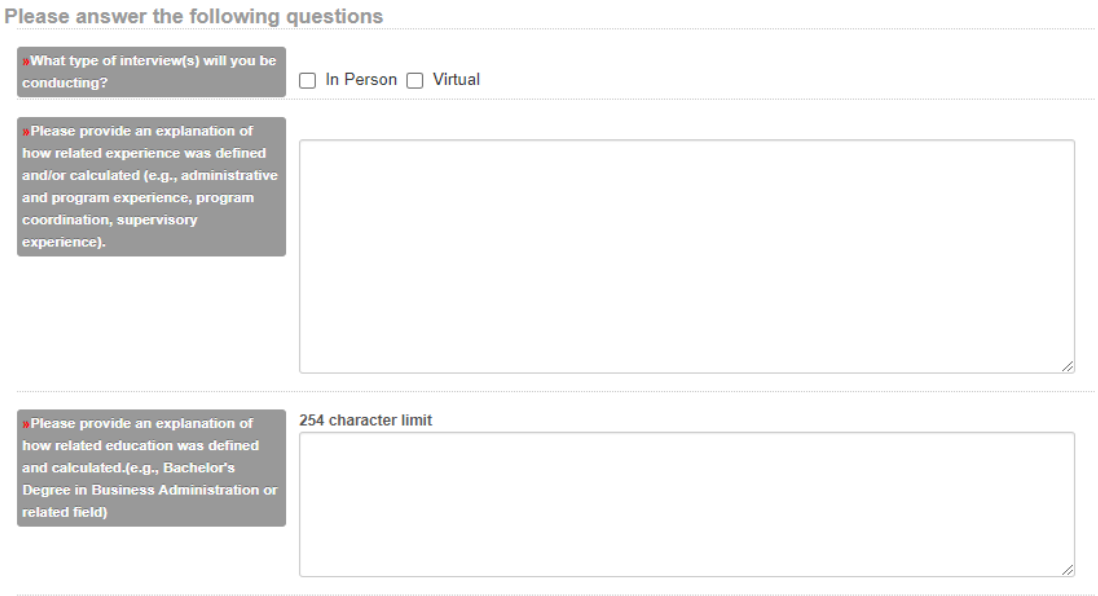
Show/Hide Equal Opportunity Rating Legend

Candidates highlighted in yellow have been chosen to interview.

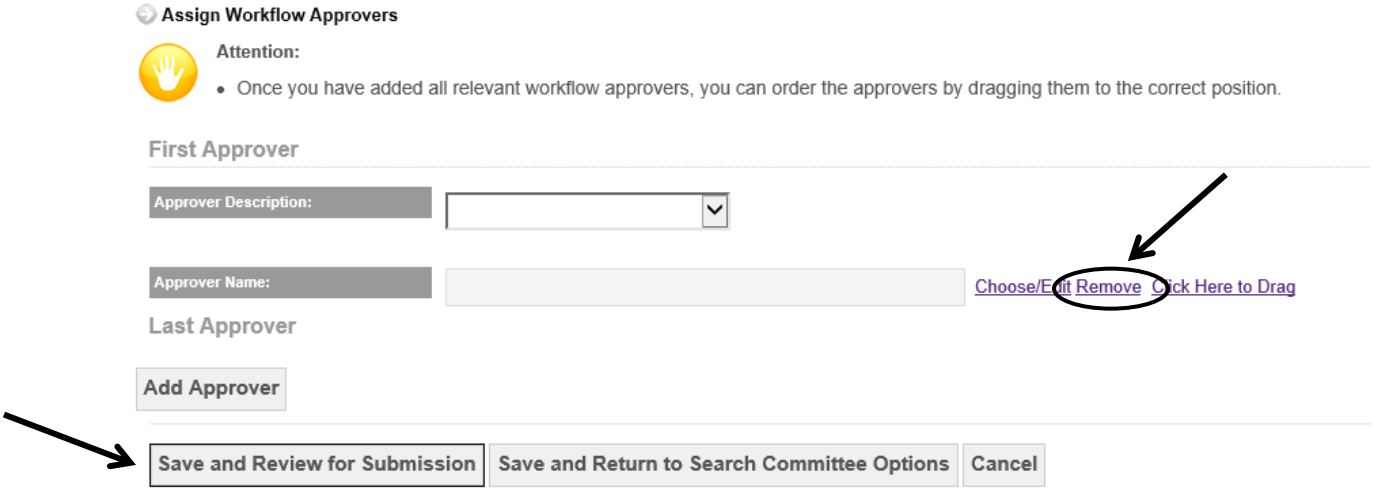
Candidates with a *(C)* at the end of their name have been marked for a possible conflict of interest.

Applicant	Original Date Appl. Received	Date Appl. Resubmitted	Rating	Phone Screen	Years of Rel. Exper.	Action
Jon D Doe	07/29/2013	07/29/2013	2	Y	2.5	3

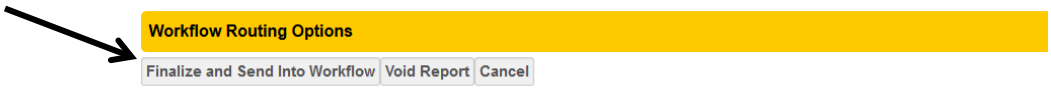
Complete the remainder of the Pre-Interview Report by answering the required questions (marked with red arrows) found below the chart of applicants.



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 the Department Head and/or division Vice President do not need to be included in the workflow, select "**Remove**" next to each approver (even if you have not entered an approver name). This will remove any additional workflow approvers and send the report directly to OCEM. Click the **Save and Review for Submission** button when finished.



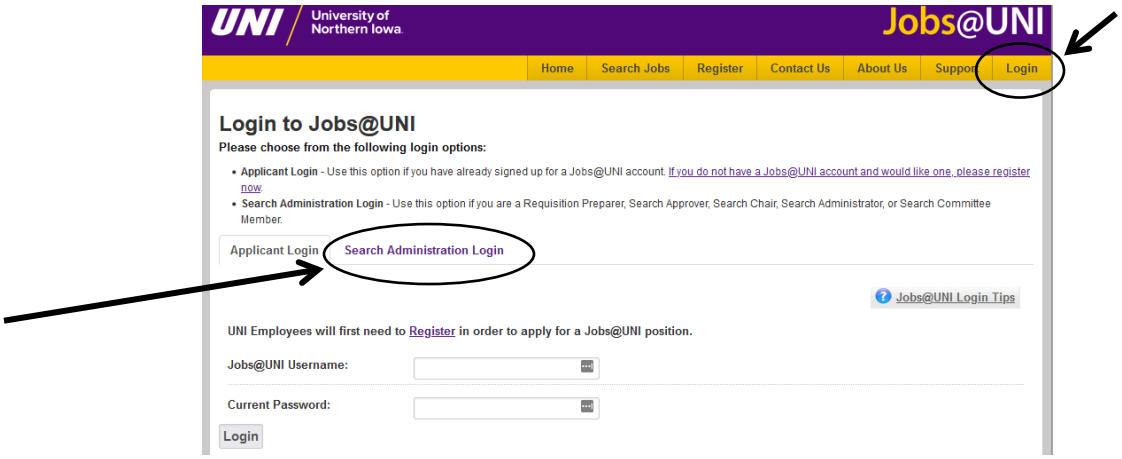
9. Review the final draft of the Pre-Interview Report and click **Finalize and Send into Workflow** when finished. Once the report has received approval, you will receive notification from OCEM. Proceed with contacting applicant(s) under consideration about the position. An offer may then be made to the selected applicant.



10. Once a selection is made, email HRS to indicate the name of the person that has selected. HRS will work with the department to create an offer letter for the applicant.
11. Upon acceptance of the position, HRS will complete required background checks and/or degree verifications (for P&S temporary position).
12. HRS will notify the department once the hire is official. Upon notification, the department will prepare a PAF notating the Jobs@UNI requisition number and route for approval.
13. 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 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.



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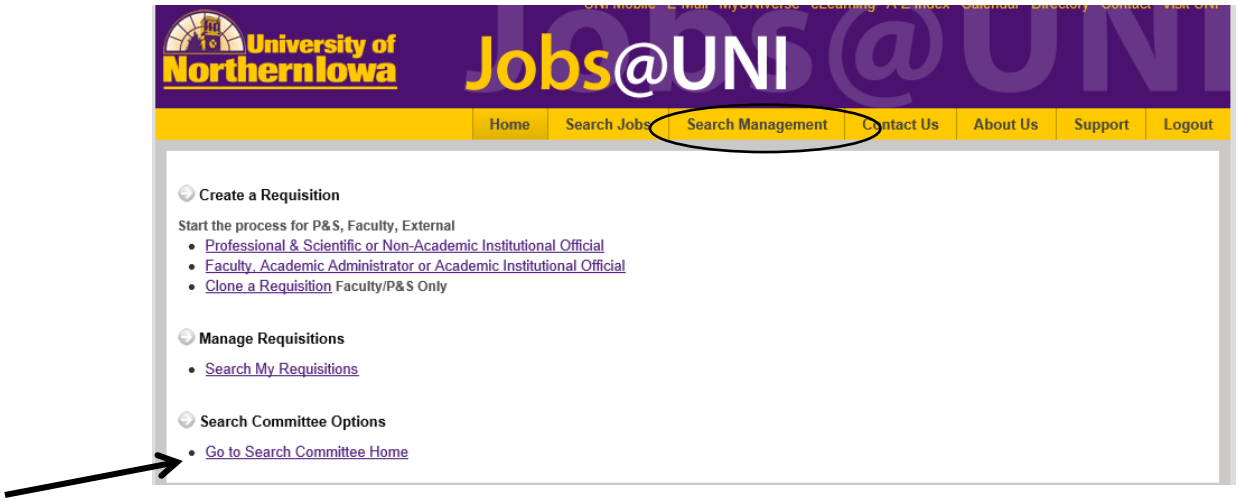
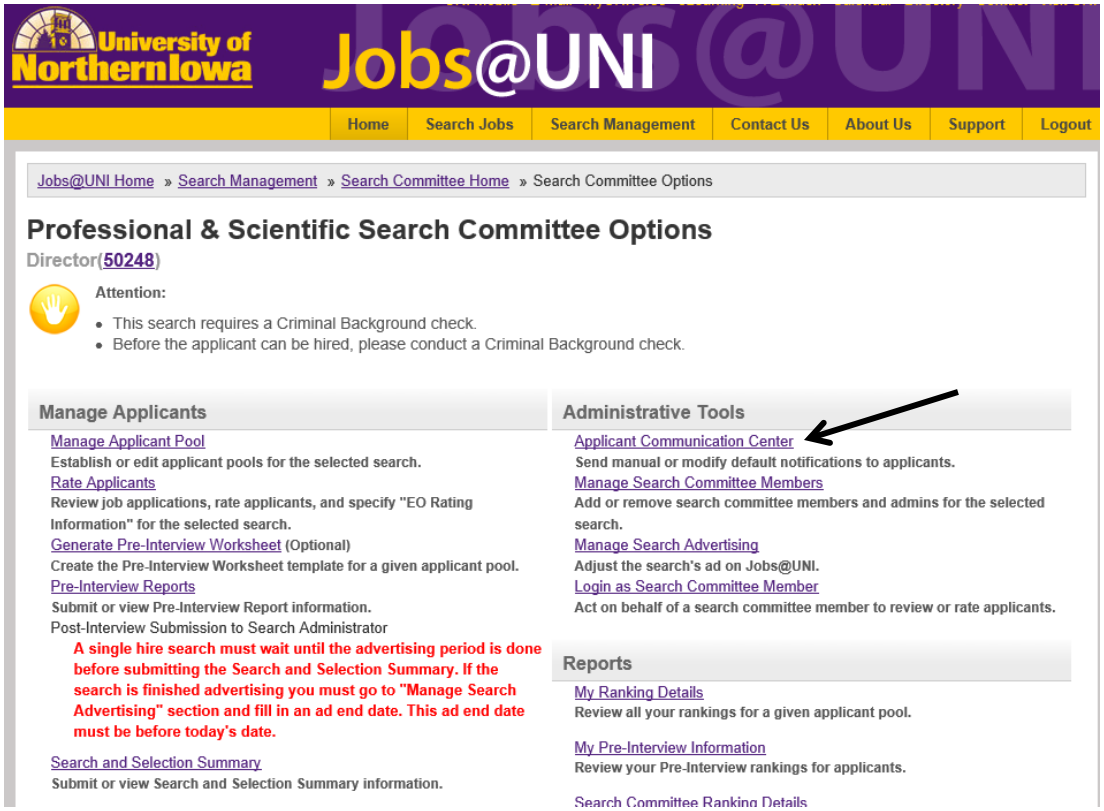
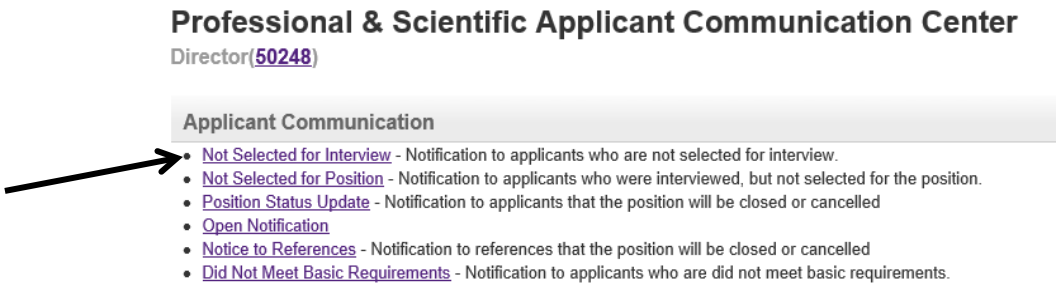
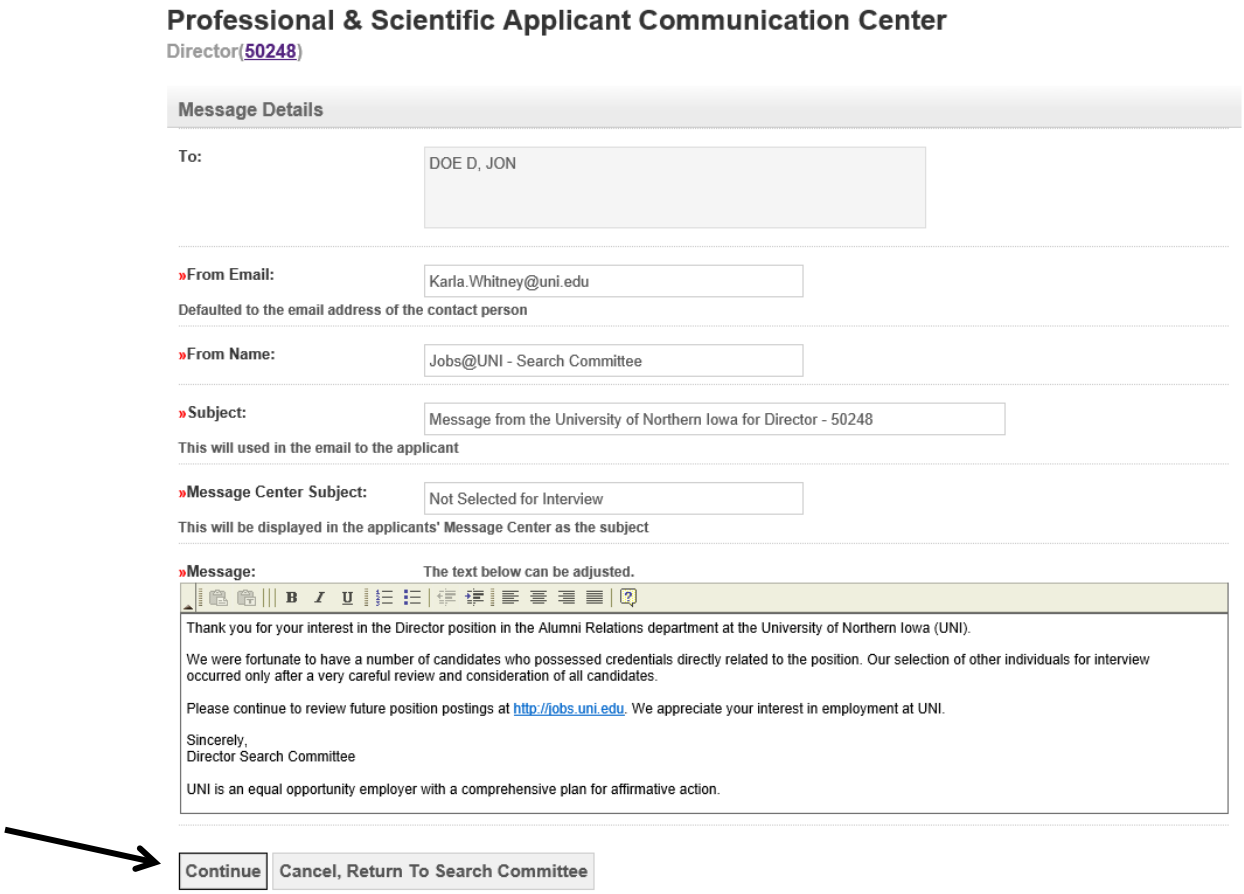


3. Click on **Applicant Communication Center** to begin the automated letter process. Then click **Not Selected for Interview**.





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 SEARCH MATERIALS

Record retention requirements for materials received through the temporary 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.