

Search Activity Guidance for P&S and Faculty Searches

for positions at 50% effort or greater, with a duration of one year or more

Activity	EOD Review Required?
Waive a search	Yes - Requires preapproval by EOD
Form a search committee	No
Draft a job description	No
Advertise a position on Jobs@Uiowa	Yes - Requires preapproval of the Requisition & Recruitment Plan
Advertise externally	Yes - Requires preapproval of the Requisition & Recruitment Plan
Advertise an internal search	Yes - Requires preapproval of the Requisition & Recruitment Plan
Conduct preliminary phone screening calls	No
Conduct preliminary phone interviews	No
Schedule interviews w/ finalists	Yes - Requires preapproval of the Pre-Interview Report form
Conduct interviews w/ finalists	Yes - Requires preapproval of the Pre-Interview Report form
Call references	No
Select finalist and make an offer	Yes - Requires preapproval of the Search & Selection Summary form
Make a verbal offer	Yes - Requires preapproval of the Search & Selection Summary form
Make a written offer	Yes - Requires preapproval of the Search & Selection Summary form
Announce hire to dept./campus	Yes - May announce appointment after all approvals noted above have been received & offer accepted
Appoint finalist	Yes - Submit Appt./Transfer form after the Search & Selection Summary form has been approved

Advertising Requirements

The scope of advertising required for P&S positions is based on two criteria: (1) underrepresentation within the job group and (2) the pay level/grade of the position.

Positions in job groups that are underrepresented for women or racial/ethnic minorities in the University’s current workforce require advertising targeted toward the underrepresented group. Refer to the [Underrepresentation Reports](#) on the Office of Equal Opportunity and Diversity website for a list of job titles determined to be underrepresented for women and/or minorities. [Targeted recruitment resources](#) are also available on the Office of Equal Opportunity and Diversity website. There are three levels of advertising for P&S positions: local, regional and national. For positions that are half-time (50% full-time equivalency) or more for one year or more, the advertising requirements are as follows:

Minimum Advertising Level	Non-Organized P&S	Organized P&S (SEIU)
	Pay Level	Pay Grade
Local	2-4	1-8
Regional	5	9-11
National	6 & above	12 & above

- Local advertising typically means advertising with varied media in Iowa City, Cedar Rapids, Des Moines, Quad Cities, Eastern Iowa or other metropolitan areas in Iowa. Advertising with University of Iowa resources may supplement but not replace other local advertising.
- Regional advertising typically means advertising with varied media or on the Internet targeted towards metropolitan areas in the Midwest beyond the state of Iowa.
- National advertising typically means advertising with varied media or on the Internet targeted to metropolitan areas throughout the U.S.

Examples of acceptable advertising media include print media (newspaper, journal advertisements, publications of professional organizations), websites, listserv’s, and professional contacts. For a listing of suggested advertising resources see EOD’s Recruitment Manual, [Advertising Resources](#).

Revised 9-4-14