

SEARCH ACTIVITY GUIDANCE FOR P&S/FACULTY SEARCHES

This applies to positions at 50% or greater with a duration of one year or more.

Activity	OIE Review Required
Waive a search.	Yes, requires preapproval by OIE.
Form a search committee.	No.
Draft a job description.	No.
Advertise on Jobs@Uiowa.	Yes, requires preapproval of the Requisition and Recruitment Plan.
Advertise externally.	Yes, requires preapproval of the Requisition and Recruitment Plan.
Advertise an internal search.	Yes, requires preapproval of the Requisition and Recruitment Plan.
Conduct preliminary phone screening calls.	No.
Conduct preliminary phone interviews.	No.
Schedule interviews with finalists.	Yes, requires preapproval of the Pre-interview Report form.
Conduct interviews with finalists.	Yes, requires preapproval of the Pre-interview Report form.
Call references.	No.
Select finalist and make offer.	Yes, requires preapproval of the Search and Selection Summary form.
Make a verbal offer.	Yes, requires preapproval of the Search and Selection Summary form.
Make a written offer.	Yes, requires preapproval of the Search and Selection Summary form.
Announce the hire to the Department or Campus.	Yes, may announce appointment after all approvals noted above have been received and offer is accepted.
Appoint finalist	Yes, submit Appt./Transfer form after the Search and Selection Summary form has been approved.

Advertising requirements

The scope of advertising required for P&S positions is based on two criteria: underrepresentation within the job group and 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
	Pay Level	Pay Grade
Local	2-4	1-8
Regional	5	9-11
National	6 and above	12 and 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, listservs, and professional contacts. For a listing of suggested advertising resources see EOD’s Recruitment Manual, [Advertising Resources](#).