



Staff Action Checklist: Initiator or Unit/College Review

Action Number:

Title:

- Hiring Approval:** If applicable, is a hiring freeze exception approval included?
- Working Title:** There is no need to abbreviate working titles in PeopleAdmin like we must do in Banner. If the position you are putting through has abbreviations, please write out the title completely so it will appear on the posting correctly.
- Position Funding Status:** Check that the position status of permanent or temporary, suffix and funding type are consistent (permanent and 00 or temporary and 01, if .01 contingency box under funding must be checked).
- Percentages of Effort:** Do all the responsibility sections add up to exactly 100%, with at least 5% of the position's ongoing work as marginal?
- Responsibility Section:**
 - Is each accountability section worded in a "by" statement?
 - Are duties listed in a bulleted list with progressive action verbs ("-ing")?
- Required Experience:** Are they written in terms of a minimum level of experience required to perform the work. They must be able to be assessed by review of only the submitted application and cannot include subjective phrases such as "good" or "strong."
- Required Education:** Does it meet current guidelines outlined in the online job description guide?
- Licensures and Certifications:** Ensure that any listed licensures or certification are required to perform essential functions of the position. If they are not required, move them to preferred qualifications.
- Additional Preferred Qualifications:** Preferred qualifications are additional levels of education and experience as well as specific knowledge, skills and abilities that would enhance an employee's ability to perform the duties of the position. Although there is no maximum allowed, the rule of thumb is no more than 10.
- PCN Identification for Create New:** If you have an available PCN to repurpose, please provide it in the Suggested PCN field on Create New actions rather than asking for a PCN to be created.
- Proofreading for Quality:** Give the document a final proofreading. Edit for clarity and check for consistent formatting – consulting with the supervisor as needed. Does the action read well and present the department in a positive, professional light from the perspective of potential applicants?
- Organizational Chart:** Upload a current/future state organizational chart that includes the position as well as others in their work group including the supervisor, subordinates, peers reporting to the same supervisor, others in the office or department that also report up to the same administrator that this position works with. Include position titles and PCNs.

□ Posting Information: If the position will be posted, please ensure the following information is provided in the Posting Information tab of the action.

- Search Coordinator
- Posting Date
- Closing Date **OR** Open Until Filled
- Special Instructions to Applicants: List out any additional info you would like the applicant to know, such as a first consideration date if the posting will be open until filled, additional document requirements, or other search info that would be helpful to the applicant.
- Visa Sponsorship: Possibility of visa sponsorship for applicant
 - Yes
 - No
 - Uncertain
- Degree Requirement: When should the degree be in hand
 - At time of application
 - At time of hire
 - No degree requirement
- Application Type:
 - Expanded Application: Applicant data such as education, experience, and references required on application itself.
 - Shortened Application: The only required applicant data is contact info. All other data requested through documents such as resume, cover letter and list of references.
- Search Committee and Search Chair:** If you would like search committee members and the search chair added when the posting is generated, please list names and email addresses and they will be added when HRS initiates the posting. The search coordinator can also add search committee members at any time after the position is posted. You may also upload a search committee list in the position documents
- Guest Users:** List email addresses of any external search committee members, graduate assistants and students as they will be added as guest users and not search committee members. The search coordinator can also add search committee members at any time after the position is posted, but please email employment@uidaho.edu to activate the guest user.

It is **NOT REQUIRED** to add the committee and guest users on the action as they can be added at any time by the unit once the posting is live, however they can be slotted on the action if desired. If guest users are added after the posting is generated, please reach out to employment@uidaho.edu activate guest user.

- Applicant Documents: What documents will be requested from the applicant. This tab is separate from the posting information.