



Quick Guide - Creating a Professional and Scientific (P&S) Position Requisition

1. Proceed to Self Service/Administration/Systems/Hire @UIOWA/Help Documents. This document can also be located on the Classification and Compensation web site at the following link, <http://www.uiowa.edu/hr/classcomp/prof/recruit.html>.
2. Under ADVERTISE@UIOWA heading, select Advertise/P&S Faculty.
3. Determine Form Type Necessary (New and Temporary form types do not require existing position numbers) to create a P&S Requisition.
4. Complete the requisition form. If assistance is needed completing the Requisition, additional information related to salary advertising options and training manuals are located at the following links: https://hris.uiowa.edu/transaction/reqHome/PS_Salary_Advertising_Requirements.pdf, <http://www.uiowa.edu/~eod/searches/manual/PDF/training-manual.pdf>, <https://hris.uiowa.edu/transaction/reqHome/hireuiowatrng.pdf>. Help buttons located on the right hand side of the requisition form will provide further assistance.
5. After the requisition has been finalized and workflow approver routing set, the requisition will move forward to Compensation and Classification, then to the Office of Equal Opportunity and Diversity (EOD) for review and approval.
6. Compensation and Classification will review requisitions for the following: Appropriate classification, salary, job duties, educational requirements, experience requirements, certifications, and desirable qualifications. For new positions, a position number/s will be created and added to the requisition by Compensation and Classification. The following attachments are necessary for the following P&S requisitions:
 - *New P&S Requisition*: P&S PDQ or Information Technology PDQ, Organizational Chart (names and titles), position description, external advertisement, and professional contact letters.
 - *Existing P&S Requisition*: Position description, external advertisement, and professional contact letters.
 - *Temporary Existing Position or Temporary New Position*: Position description, external ad if advertising externally and professional contact letters.
 - *New Permanent Residency Position*: Combined CIF/Application Questionnaire, P&S position description, Business Necessity Letter, external advertisement, Department Posting, and CV./Resume.
 - *Existing Permanent Residency Position*: Combined CIF/Application Questionnaire, P&S position description, Business Necessity Letter, external advertisement, Department Posting, Copy of original Employment letter to FN, and CV./Resume.
7. EOD will review for under representation, recruitment resources utilized, search committee member composition, EEO Affirmative Action statement, and advertisement language. Please note both internal and external position qualifications must match.
8. After the P&S requisition is approved by EOD, the requisition will be advertised on Jobs @ UIOWA based on future advertising date selected by the department, or date finalized by EOD.
9. Help contact links for questions related to following are:
 - eod-search-help@uiowa.edu – The Jobs @ UIOWA applications have been tested for accessibility for applicants with disabilities. For questions from applicants with disabilities who may need an accommodation in order to submit their application or questions pertaining to under representation, recruitment resources, search committee options and advertising language.
 - Hr-help@uiowa.edu – Questions pertaining to the electronic application or search committee functionality.
 - workflow@uiowa.edu – Questions pertaining to workflow routing
 - comp-class@uiowa.edu – Questions pertaining to classification of position, education and qualification/certification requirements, the setting of salary, or advertisement of P&S positions on Jobs @ UIOWA
 - immigration@uiowa.edu – For departmental questions related to Permanent Residency requisitions.