

HR MERIT REQUISITION INITIATOR TRAINING MANUAL

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Note:

Screen pictures are used for examples only; screen pictures maybe not have the most up-to-date information.

View top of page 2 for suggested information to collect before you start to initiate a Merit requisition.

HR MERIT REQUISITION INITIATOR TRAINING MANUAL

Suggested Information to collect before you start to initiate a Merit Requisition.

Position number (from Dept. budget information).

Master File Key/MFK (from Dept. budget information).

Classification description from Board of Regents <http://hris.uiowa.edu/classcomp/merit/>

Department Position Description/PDQ <http://www.uiowa.edu/hr/classcomp/forms/meritpdq.doc>

Essential and Marginal Functional Analysis Form <http://www.uiowa.edu/hr/fsds/forms/EMFA.doc>

Special Qualifications Definitions <http://www.uiowa.edu/hr/employment/department/spquals>

Work Sample/Questions for each requested Special Qualifications.

Salary-beginning rate for the classification. <http://www.uiowa.edu/hr/classcomp/merit/>

Additional helpful information is available on the Employment Services web page

<http://www.uiowa.edu/hr/employment/index> go to the tab titled Information for Departments

To access the Merit Requisition form:

Employee Self-Service home page

Administration tab

Select the Jobs@UIOWA

The screenshot shows the 'Employee Self Service' website interface. At the top, there is a navigation bar with links for 'Home', 'Finance and Operations', 'Contact Us', and 'Sign'. Below this is a search bar. The main navigation area features four tabs: 'MY SELF SERVICE', 'PERSONAL', 'ADMINISTRATION', and 'EXTERNAL LINKS'. The 'ADMINISTRATION' tab is selected. Under this tab, there are several categories of links: 'HR Inquiry' (with sub-links for 'Current List of Available Categories/Reports' and 'Family Medical Leave Act'), 'System Tools' (with 'Secondary Security'), 'Data Access' (with 'AP-PO Freight Web Tools' and 'AP-PO PeopleSoft'), 'Systems' (with 'Cash Handling Audit Procedures', 'E-Pro(E-Vouchers & PRegs)', 'GL Journal Entry', 'HR Transaction Questions or Suggestions', 'HR Transaction System', and 'Jobs@UIOWA'), 'HR Online Update' (with 'Employee Time Reporting', 'Flexible Work Arrangements', 'Flood Related Hours Tracking', 'Health Care Compliance', and 'Performance Appraisals'), and 'Forms' (with 'Data Warehouse Access Form' and 'Facilities Management Requisition'). A star icon and the text 'LEARN ABOUT CUSTOMIZING SELF SERVICE' are also visible. An arrow points to the 'Jobs@UIOWA' link in the 'Systems' category.

Go to the **Merit** link.

Jobs@UIOWA

Welcome to the home of Merit, Faculty, and P&S Job Searches

CREATE A REQUISITION

Start the process for P&S, Faculty, Merit

- [Professional & Scientific](#)
- [Merit](#) ←
- [Postdoctoral](#)
- [Faculty](#)
- [Clone a requisition](#) Faculty/P&S/Postdoctoral Only

You are here: [My Self Service](#) » [Jobs@UIOWA](#) » **Merit Requisition**

Merit Requisition

Create a Requisition

Please type the Merit Position number and Ad Start Date in the boxes below. If Temporary/New Regular/New School Merit Requisition, leave Position Number blank.

* **Form Type:**

Position Number:

***Ad Start Date(mm/dd/yyyy):**

All fields with red asterisks are required fields.

Make sure the required information you provide is correct, Employment Services can not edit.

There are two types of required fields in the Merit Requisition form. They are designated with one or two red asterisks. The red asterisks appear to the left of each required field in the requisition form.

PLEASE NOTE:

- ** are fields required in order to "Save a Draft" of a form.
- * are also required in order to "Finalize" a form.

Regular Position Requisition is the default. If you are initiating a position *other* than Regular: Select the type of position from the list in the drop-down box next to Form Type Merit Regular, School Term, and Regular Departmental Competitive Promotion positions have established 8 digit position numbers.

There are four types of Merit positions:

Regular – Used to advertise a “regular” vacant fiscal year Merit position, which has an established position number.

School Term– Used to advertise a “regular” vacant school term Merit position, which already has established position number. These positions are usually for 9, 10, or 11 months.

Regular Departmental Competitive Promotion-- Used for Supervisory Exempt and Confidential positions that are not to be advertised due to promotion from within the department. There already is an established position number.

Temporary – Used to advertise any Merit “temporary” position. A position number is not required.

GENERAL MERIT REQUISITION HR DATA

NOTE: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

Regular, School Term Positions, and Regular Departmental Competitive Promotion

The viewable space in the text field for many descriptions is limited to 250 characters. It is recommended that you create a Word document for any field that requires a description or explanation. The word document allows you to see the whole text.

To determine the number of characters in the paragraph, type the information in the word processing program on your computer and perform a word count. Copy and paste the description into the appropriate area of the requisition form. Save the word document in your computer for future use. Be sure to proofread the information you inserted in the requisition.

If you entered a position number on the previous screen, the following information about the position is automatically filled in at the top of the form:

Title
Confidential, Job Code
Supervisory Exempt
Position Number
Department ID
Department Name
Sub-Department
Grade

Merit Requisition Requisition Form

[Return to Merit Position Requisition Selection](#)

GENERAL MERIT REQUISITION INFORMATION

Section Help

Title: Clerk IV
Confidential: N
Job Code: GB13
Supervisory Exempt: N

Position Number: 00000790
Department Id: 05-0315
Department Name: VPFO-Human Resources
Sub-Department: 00060
Grade: 11

Lead status refers to an expansion of duties within a position. Positions will not be advertised as “Lead”. Initiators need to contact Trevor Glanz (335-1848) in Compensation & Classification prior to submitting Lead position requisitions, in order to have the Lead status removed.

For answers to some of the most frequently asked questions regarding filling a Merit position:
Open Employment Services web site [http:// www.uiowa.edu/hr/employment](http://www.uiowa.edu/hr/employment)
Open Information for Departments tab on the right side of page.
Open Frequently Asked Questions-How a Position is Filled.

There are two types of required fields in the Merit Requisition form. They are designated with one or two red asterisks. The red asterisks appear to the left of each required field in the requisition form.

PLEASE NOTE:

- ** are fields required in order to "Save a Draft" of a form.
- * are also required in order to "Finalize" a form.

ADVERTISING DATES

[Section Help](#)

**Ad Start Date (mm/dd/yyyy): Thursday, December 30th, 2010

*Ad End Date (mm/dd/yyyy):

*Advertising Options:

When the Initiator has completed the required fields, go to the **"Save a Draft"** tab. The requisition number will then be assigned. This allows the department to add the requisition number and established position number to the Essential and Marginal Job Functional Analysis form before attaching it to the requisition form.

When the **"Finalize"** tab is accessed, it completes the requisition form and sends it into the Workflow system to be processed. Forms can be attached at this time.

Advertising Jobs are available at <http://jobs.uiowa.edu>

TEMPORARY MERIT POSITION HR DATA

NOTE: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

All applicants must have an active electronic Merit Application Form before they can be hired.

Merit Requisitions are only required for **Temporary** Merit positions that *are* to be advertised.

Employment Services (contact Leslie 335-2658) has a list of names of individuals who have indicated in their application they are available for short-term work, primarily clerical or service support.

A requisition is *not required* for **Temporary** Merit positions if the department knows who they intend to hire. To appoint the individual follow the instructions found on the HR Employment Services web site, <http://www.uiowa.edu/hr/employment/department/hourly.html>

TEMPORARY MERIT POSITION DATA

The following are not mandatory, but *may be* required by the Hiring department:

Meet Classification minimum requirements

Meet Special Qualifications (Refer to instructions for Special Qualifications on page 17-18)

Example: If the department has typing as a special qualification, the person to be hired needs to have a current typing score on file with HR Employment Services.

Temporary position requisition forms:

Essential and Marginal Job Functional Analysis form is not required

There are no position numbers for Temporary positions

Use the *hourly* salary from the Merit Alpha Matrix (dollars & cents format, ie: 10.18)

The top of the form will display **Org-Dept** and **Job Code** only

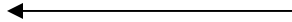
The Org-Dept must meet the format ## - ##### in order to Finalize the form

The Job Code must be a valid Merit Job Code (AA##)

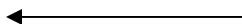
TEMPORARY MERIT POSITION HR DATA

Section Help

**Org-Dept:



**JobCode:



Job Codes are listed to the right of the classification title in the [Merit Job Classifications](#) link next to the **Specify Additional Hours Details:** field in the **Job Details** section on the requisition form.

JOB DETAILS

Section Help

Specify Additional Hours Details:

[Merit Job Classifications](#)

Classification

[HEALTH INFORMATION TECHNICIAN II](#)

Job Code

GB35

ADVERTISING DATES

NOTE: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

The **Ad Start Date** can be the date the form is initiated, or a date in the future. In order to move the requisition into Workflow, the Ad **End Date** must be entered as 5 business days after the Ad **Start Date**. Use the date the form is initiated as the **Ad Start Date**. Employment Services will edit the **Ad End Date** to reflect the required advertising period on the Jobs@UIOWA website. <http://jobs.uiowa.edu>

Advertising periods for Merit positions:

Contract Covered:

5 business days

Confidential:

Can advertise for more than 5 business days
10 business days is recommended

Supervisory Exempt:

Can advertise for more than 5 business days
10 business days is recommended

Temporary:

Immediately placed on extended advertising

Trainee:

Minimum of 10 business days

If the requisition is to begin advertising at a delayed future date, enter the desired **Ad Start Date** and Ad End Dates.

ADVERTISING DATES

Section Help

****Ad Start Date**

(mm/dd/yyyy):

03/31/2010 ...

Wednesday, March 31st, 2010

***Ad End Date**

(mm/dd/yyyy):

... ..

***Advertising Options:**

Until End Date Above

Indicate your intention in the **Comments:** section at the bottom of the requisition form (refer to P.28).

Comments:

Please begin advertising on 04/05/10.

The **Ad End Date** will advertise on the Jobs@UIOWA website. <http://jobs.uiowa.edu>

Initial Advertising Ends on: Friday, April 9th, 2010

Advertising Options: drop down has 2 options:

Until End Date Above should be used for all Merit requisitions that will advertise on the job line

Do not Advertise this Requisition is used for Departmental Competitive Promotion for non contract covered positions in all departments.

***Advertising**

Options:

Until End Date Above
Until End Date Above
Do not Advertise this Requisition

GENERAL JOB INFORMATION

NOTE: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

This section contains salary and work location information. The *Monthly* salary generates the *Annual* salary that appears on the Jobs@UIOWA website <http://jobs.uiowa.edu> listing for each position.

Monthly Salary:

The monthly salary is linked to the position number, and is automatically inserted in this field. If you have a full-time position that is being filled by 2 half time people, you have to change the monthly salary accordingly.

GENERAL JOB INFORMATION

Section Help

*Monthly Salary: [Merit Alpha Matrix](#) [Pay Grade Matrix](#)

You will need to compute the salary for less than 100 percent positions or use the Pay Grade Matrix link in the merit requisition.

To compute the salary:

Determine the % of time by dividing the hours to be worked by 40

Multiply the % of time, times the full time *monthly* salary on the **Merit Alpha Matrix** (ie: $32 \div 40 = 80\%$. $2517.78 \times .8 = 2014.224$ – use 2014.22)

Do not round the salary up

Do not include a comma in the monthly salary.

To view monthly salaries, open the [Merit Alpha Matrix](#) link in the requisition form next to the Monthly Salary: field.

The pay matrix is also available in the **Information for Departments** tab on the Employment Services web page www.uiowa.edu/hr/employment

HR Home | Employee Self-Service | UI Search A-Z

HUMAN RESOURCES - Employment Services THE UNIVERSITY OF IOWA

Employment Home Contact Us HR Policies A-Z Jobs @ UIOWA

Employment Services

Thank you for making The University of Iowa your Employer of Choice.
The University of Iowa welcomes and

Merit Applicant Information
Merit Information for Departments

School Term position annual salaries are prorated to reflect the 9, 10, or 11 month period they actually work. They are paid the full monthly salary, times the number of months actually worked. Below is a sample showing the prorated salary as it will appear on the Jobs@UIOWA website.
<http://jobs.uiowa.edu>

SALARY	
Monthly Salary:	\$2,725
Annual Salary:	\$32,698
Pay Grade:	11

Advanced Starting Salaries have been approved for certain classifications. They are designated in green on the **Merit Alpha Matrix**, or open the following link:
<http://hris.uiowa.edu/classcomp/merit/AdvancedMeritRates.pdf>

GC61	SURGICAL TECHNOLOGIST	8	Technical	31299.12	15649.56	2608.26	1304.13	14.99
------	-----------------------	---	-----------	----------	----------	---------	---------	-------

Building:
 Use the drop-down box for all University Building locations.
 If the building is not in the drop down list call Marlo Laing at 335-2947.

Contract Work Location/Area:
 This field describes the work location for contract transfer purposes for all contract covered positions. It does not necessarily reflect the physical work location. It *cannot* be a room number.

To view current contract transfer work locations go to the Transfer Locations link:

Contract Work Location/Area: [Transfer Locations 2009-2011](#)

This information is subject to change. Always consult the on-line Transfer Locations information.

HUMAN RESOURCES -- Employee and Labor Relations THE UNIVERSITY OF IOWA

[ELR Home](#) [Contact Us](#) [HR Policies A-Z](#) [Collective Bargaining](#)

2009-2011 Transfer Locations

[Collective Bargaining Home](#) >> [Transfer Locations](#)

Confidential positions are specifically identified merit positions which are in classifications that are covered by the AFSCME collective bargaining agreement. The "confidential" designation denotes that the position has routine access to information that could be used in the collective bargaining process. These positions are usually located in HR departments or offices. The designation does not apply to positions that have access to information that is considered confidential in nature, such as student or patient records.

Confidential and Supervisory Exempt positions are not covered by the Collective Bargaining Agreement.

GD07	ANIMAL CARETAKER III	10	Supervisory	31925.52
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Background Check Required:

Please check this box if a Criminal Background Check is required for the position.

GENERAL JOB INFORMATION



Section Help

*Monthly Salary:	<input type="text" value="1217.13"/>	Merit Alpha Matrix	Pay Grade Matrix
Building:	<input type="text" value="John Pappajohn Pavilion (JPP)"/>		
Contract Work	<input type="text" value="Orthopaedic Surgery"/>	Transfer Locations 2009-2011	
Location/Area:			
Sub-Department			
Descr:			

- Check if a notice of criminal background checks is to be advertised on this vacancy. Appropriate wording regarding criminal background checks will automatically be created for this position.
- Check if either a work sample will be given and/or interview questions will be asked relevant to each approved special qualification. Each work sample and/or set of questions should be attached after the requisition has been Finalized.

When this box is checked, specific wording is inserted in the position description on the website Jobs@UIOWA website <http://jobs.uiowa> to alert applicants that a background check will be conducted.

Successful candidates will be subject to a criminal background check.

Background checks(criminal history, child/dependent adult sexual abuse) will be conducted on final candidates.

Work Sample Required:

A work sample/related question(s), with the exception of typing, is required for each requested Special Qualification. Enter a check in the box, even if related questions are all that will be asked.

- Check if a work sample will be given to applicants as part of the interview process.

Work samples may be given for skills not listed as Special Qualifications. They can be used to evaluate applicant's skill levels, but *cannot be used to disqualify applicants*.

When this box is checked, specific wording is inserted in the position description on the website Jobs@UIOWA website <http://jobs.uiowa> to alert the applicants that a work sample will be conducted. A work sample evaluation will be given during the interview process.

WORK SCHEDULE

NOTE: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

This section describes the hours and the days the employee will work.

Hours Per Week:

Enter the standard number of hours to be worked the majority of the days per week. If they will work other days/shifts during the week –enter in the **Extra Description** field.

NOTE:

Once a position has started advertising and a department decides to change significant information the original requisition it will need to be canceled. A new requisition with the accurate information will need to be submitted to Employment Services.

Request the requisition be cancelled by sending an e-mail to the following Merit Employment clerks (beverly-mason@uiowa.edu, leslie-ungs@uiowa.edu, marlo-laing@uiowa.edu) explaining the reasons for changes. Please cc: Lyra (lyra-dickerson@uiowa.edu)

Significant changes include but are not limited to the following items:

- Work location
- Percentage of appointment
- Hours of work
- Days off
- Special qualifications (adding or deleting)
- Changing from an annual to school year position.

If information is changed regarding the duties, the information will need to be reviewed to determine if the change would potentially change the pool of applicants.

Shift:

There are two types of shifts from which to choose. They can either be:

- **Straight** (select one of the following: 1st or 2nd or 3rd)
- **Rotating/Not Straight** (combination of 2 or more shifts)

Shift Definitions:

- **1st shift:** the hours do not fall under the 2nd or 3rd shift definition.
- **2nd shift:** 4 or more hours occur between 6 PM and Midnight.
- **3rd shift:** 4 or more hours occur between Midnight and 6 AM.

Shift **Begins** and **Ends** times:

- 1st, 2nd, or 3rd shifts
 - Are required.
 - List times for majority of days the hours are to be worked.

Rotating/Not Straight shifts

- Not required - Do not enter **Begins** or **Ends** times.
- Enter description of days/hours in **Extra Description** window.

Straight Shifts

If the shift work hours are the same every work day, go to the appropriate shift button. Leave the **Extra Description** window blank.

WORK SCHEDULE

Section Help

*Hours Per Week:
*Shift: 1st 2nd 3rd Rotating/Not Straight
Begins Ends (hh:mm AM|PM) ←
Extra Description

If there are different work hours on a particular day during the primary shift, enter the **Begins** and **Ends** times for the *majority* of the days those hours are to be worked during the week. The **Shift** hours and **Work Week** day descriptions can be combined in the **Extra Description** window.

Do **Not** put a period at the end of the last sentence in the **Extra Description** window.

WORK SCHEDULE

Section Help

*Hours Per Week:
*Shift: 1st 2nd 3rd Rotating/Not Straight
← Begins Ends (hh:mm AM|PM)
Extra Description ←

If the work days in the primary work schedule are other than Monday – Friday, go to the boxes of the days not worked in the **Check Days Off** boxes. List the actual days worked in the **Description of Days/Hours** window.

If the position only works Saturday and Sunday, please indicate here.

Do **Not** put a period at the end of the last sentence in the **Extra Description** window.

WORK SCHEDULE

Section Help

*Hours Per Week:
*Shift: 1st 2nd 3rd Rotating/Not Straight
Begins Ends (hh:mm AM|PM)
Extra Description
*Work Week: Regular Rotating
Check Days Off Sun Mon Tue Wed Thu Fri Sat
Description of Days/Hours ←

Rotating/Not Straight Shifts

Select the **Rotating/Not Straight** button if the primary shift work hours rotate between two, or more, different shifts,

Do **Not** put a period at the end of the last sentence in the **Extra Description** window.

WORK SCHEDULE

Section Help

*Hours Per Week:

*Shift: 1st 2nd 3rd Rotating/Not Straight

Begins Ends (hh:mm AM|PM)

Extra Description

Work Week:

Can be either **Regular** or **Rotating**.

If the routine work days are Monday - Friday every week, go to the **Regular** button. Go to the Sunday and Saturday boxes in the **Check Days Off** fields.

*Work Week: Regular Rotating

Check Days Off Sun Mon Tue Wed Thu Fri Sat

Description of Days/Hours

If the routine work days are **other** than Monday - Friday, but are the same every week, go to the appropriate days off boxes and enter a description in the **Description of Days/Hours** window.

Do **Not** put a period at the end of the last sentence in the **Extra Description** window.

*Work Week: Regular Rotating

Check Days Off Sun Mon Tue Wed Thu Fri Sat

Description of Days/Hours

If the days off will **vary** during the week, go to the **Rotating** button. Leave the **Check Days Off** boxes blank. Enter a description of the days to be worked in the **Description of Days/Hours** box.

*Work Week: Regular Rotating

Check Days Off Sun Mon Tue Wed Thu Fri Sat

Description of Days/Hours

Do **Not** put a period at the end of the last sentence in the **Extra Description** window.

JOB DETAILS

NOTE: A **Section Help** link is located on the left side under the header for each section of the Merit Requisition form.

The viewable space in the text field for many descriptions is limited to 250 characters. It is recommended that you create a Word document for any field that requires a description or explanation. The word document allows you to see the whole text.

To determine the number of characters in the paragraph, type the information in the word processing program on your computer and perform a word count. Copy and paste the description into the appropriate area of the requisition form. Save the word document in your computer for future use. Be sure to proofread the information you inserted in the requisition.

Additional Hours Details:

List any hours to be worked over and above the standard number of hours for the position, regardless of whether the position is full time or part time in this section. This field is limited to 250 characters.

Do not use the word “overtime” for any positions working less than 40 hr/wk.

The following are suggested examples of Additional Hours Details descriptions:

- As necessary
- As required/requested by department
- Occasional evening and weekend hours are required
- Occasionally work additional hours
- Often requires additional hours to complete tasks
- To attend staff meetings and cover staff absences
- To cover peak periods of operation and staff absences

Do **Not** put a period at the end of the last sentence in the **Specify Additional Hours Details:** field.

JOB DETAILS

Section Help

Specify Additional Hours Details:

Hours maybe adjusted based on departmental

[Merit Job Classifications](#)

Additional Hours Details: Hours may be adjusted based on departmental needs

Description of Duties:

The job duties and responsibilities should be broken down into the primary tasks to be performed and should include:

- Support for the requested Special Qualification(s)
- More specific information than the General Class Description in the
- Merit Classification Descriptions link at <http://hris.uiowa.edu/classcomp/merit/>
- Divide each duty and responsibility into separate sentences, rather than one big paragraph

The **Description of Duties** field has unlimited character space.

To view where this information is available, go to the Jobs@UIOWA website. <http://jobs.uiowa.edu>



- Click on the word **Merit**
- On the Merit Jobs @UIOWA Homepage
- Scroll to View Current Job Openings.



- [View Current Job Openings](#)
- Go to the specific Job Title of the position you wish to view and click to open.

Merit Applications will be accepted through 4:59 PM on the advertising end date.

CLICK ON THE POSITION TITLE FOR MORE DETAILED INFORMATION.

Number of Search Results: **43**

Req #	Position Type	Position Title	Salary	Department	Advertising Ends on
008508	Office/Clerical	CASHIER I	\$12,016	Food And Nutrition Servic	08/06/2008

- Scroll down to the Job Details Duties

JOB DETAILS

Special Qualifications(Skills):

- 40 wpm typing
- Word Processing

Duties: ← Provide secretarial and reception support for faculty and staff of Iowa Testing Programs Duties involve the use of personal computers, a variety of software, and operation and use of conventional office equipment.

Support for the requested Special Qualification(s) should appear in the description of duties of the requisition and in the Essential and Marginal Job Function Analysis.

Special Qualifications, Licenses & Certifications:

NOTE: A **Section Help** link is located on the left side under the header for each section of the Merit Requisition form.

Special Qualifications cannot be requested for Service area positions, except for the driver's license.

The use of Special Qualifications to appropriately narrow the pool of applicants has been an issue that has been watched closely by AFSCME. Special Qualifications should be used sparingly for only those skills that cannot be attained in a brief/reasonable period of time. Employment Services has always supported the use of appropriate Special Qualifications and evaluation methods as tools used to help increase the success rate of qualified hires. Whenever Special Qualifications are posted with a position, the rationale for it and the tools used to evaluate each one, is subject for review by the union or any other entity that may represent an applicant. If the department has ever trained a student or temporary worker for a skill, it is not appropriate to request the skill as a Special Qualification.

Contact Jane Monserud (335-2652) or your HR Unit Representative if you have questions regarding appropriate Special Qualifications for positions.

Merit classification minimum requirements must be entered as either Special Qualifications or Licenses/Certifications in order for them to be screened by the Electronic application.

Review Merit Job Classification for minimum requirements <http://hris.uiowa.edu/classcomp/merit/>

The following minimum requirements for the specific classifications listed below must be included in the appropriate section of the requisition form:

- | Special Qualifications: | Minimum Requirements |
|---|-----------------------------------|
| • Secretary I, II, III & IV | 40 wpm typing and Word Processing |
| • Clerk Typist III | 40 wpm typing and Word Processing |
| • Clerk Typist I & II | 40 wpm typing |
| • Hospital Comm. Specialist | 20 wpm typing |
| • Laboratory Tech | 15 wpm typing |
| • Pharmacy Technician Trainee | 15 wpm typing |
| • Pharmacy Technician, Certified | 15 wpm typing |
| • Senior Pharmacy Technician, Certified | 15 wpm typing |
-
- | | |
|---|---------------------------------------|
| • Licenses/Certifications: | |
| • Dental Assistant II & III | Iowa Dental Radiography Certification |
| • Iowa Registered Dental Assistant | |
| • Pharmacy Technician, Certified | Certified Pharmacy Technician |
| • Senior Pharmacy Technician, Certified | Certified Pharmacy Technician |

“Classification minimum requirement” is all that is necessary for the **Rationale**.

Secretary and Clerk Typist positions:

It is possible to request a Special Qualification of **45** or **50** wpm typing from the drop down list. Office Coordinator I and II positions also may have higher typing speeds when warranted by their responsibilities.

For classifications where a typing speed is *not* part of the minimum requirements, you may only request a Special Qualification of **15** or **20** or **30** wpm from the drop down list.

Clerk III positions:

Where Power Point, PC Database, PC Spreadsheet, or Word Processing is requested as Special Qualifications, a 30 wpm typing Special Qualification is recommended. Anything less than 30 wpm would not allow for the timely completion of tasks using those Special Qualifications.

The **Special Qualifications, Licenses/Certifications** section is separated into 3 categories:

- Special Qualifications
- Licenses/Certifications
- Other

When the Requisition form opens initially, only one window will appear in each section.

Special Qualifications
[Definitions](#) ←

Request **Rationale - [Rationale Help](#)**

Licenses/Certifications **Request** **Rationale - [Rationale Help](#)**

Other **Request** **Rationale - [Rationale Help](#)**

Other:

Special Qualifications

This field has a drop down list of Special Qualifications. To view a list of definitions of Special Qualifications, go to the [Definitions](#) link below the **Special Qualifications** heading on the left side of the Requisition form.

To enter the Special Qualification:

- Go to the drop down arrow in the box below **Request**
- Scroll down and highlight the desired Special Qualification
- Tab out of the Drop down list
- Complete a Rationale for each Special Qualification

If you have more than one Special Qualification to enter:

- Go to the bar for each one
- Repeat the steps above

Work Sample Required:

When this box is checked in the merit requisition form; specific wording is inserted in the position description on the Jobs@UIOWA website <http://jobs.uiowa> to alert applicants a work sample will be conducted.

- Check if a work sample will be given to applicants as part of the interview process.

A work sample evaluation will be given during the interview process.

Work Sample Requirements

For requisitions with approved Special Qualifications either a work sample, or the questions related to the skill that will be asked during the interview process must be attached to the requisition before the end of the initial advertising period. No work sample is required for typing.

Work sample/questions(s) can only be attached after the requisition has been Finalized. (refer to pages 31-34)

The work sample/question(s) should be used to evaluate an applicant's ability to perform specific skills at the level required by the department.

Work samples may be given for skills not listed as Special Qualifications. They can be used to evaluate applicant's skill levels, but *cannot be used to disqualify applicants*.

Information in the Essential and Marginal Job Functional Analysis form, and/or the Definitions of Standard Special Qualifications located at <http://www.uiowa.edu/hr/employment/department/spquals> can be used to develop the questions. The Definitions are used by Central HR Employment Services to determine the applicant's minimum eligibility for approval of a Special Qualification. More in-depth skill-specific information is needed by the department to determine if the applicant's level of knowledge and ability is adequate for the position.

The work sample can either be a duplication of the actual work to be done, such as filing, that does not require any knowledge of the department's procedures, or it can be more general in scope, such as reading for comprehension.

The following information should be included for each requested/approved special qualification:

- The acceptable level of performance for the skill (passing criteria)
- Acceptable responses for all questions
- How the acceptable level was determined. Did the department have existing staff take the work sample, etc.?
- How long the applicant will have to complete the work sample

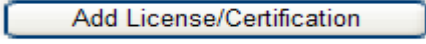
Licenses/Certifications

This field has a drop down list of Licenses/Certifications.

To enter Licenses/Certifications:

- Go to the drop down arrow in the box below **Request**
- Scroll down and highlight the desired License/Certification
- Tab out of the Drop down list
- Complete a Rationale for each License/Certification

If you have more than one License/Certification to enter:

- Go to the  bar for each one
- Repeat the steps above

If a **Driver's License or CDL** is required for a position, select it from the drop down list of licenses in the Licenses/Certifications category. By listing the Driver's License as a Special Qualification, information regarding the ability to meet the University of Iowa Fleet Safety Driving Program is automatically inserted in the position description on the printed Job Line and the Jobs@UIOWA website. <http://jobs.uiowa.edu>

Drivers License, Plus the ability to meet The University of Iowa Fleet Safety Program driving standard

License/Certifications: ■ Drivers License
* Plus the ability to meet <u>The University of Iowa Fleet Safety Program</u> driving standard.

A Driver's License **is** required for the following classifications:

Automotive Mechanic	(Driver's License)
Facilities Coordinator	(IA Driver's license)
Facilities Services Coordinator	(Driver's License)
Mail Distributor	(Driver's License)
Mechanic's Assistant	(Driver's License)
Motor Vehicle Operator I	(IA Driver's license)
Motor Vehicle Operator II	(CDL-appropriate class required for vehicle/material)
Parking Facilities Mechanic	(IA Driver's license)
Parking Maintenance Worker I & I	(IA Driver's license)
Parking Transportation Attendant	(IA Driver's license)
Parking Transportation Field Service Officer	(IA Driver's license)
Parking Transportation Supervisor	(IA Driver's license)
Patient Transportation Driver	(Chauffeur's license)
Patient Transportation Coordinator	(Chauffeur's license)
Supervisor, Plant Services	(Driver's License)
Water Plant Operator	(IA Driver's license)

Review Merit Job Classification for minimum requirements <http://hris.uiowa.edu/classcomp/merit/>

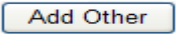
Other

For all other Special Qualifications or Licenses/Certifications not in the drop down lists, use the **Other** category.

To enter the **Other** information:

- Enter the Special Qualification or License/Certification in the Other: field
- Complete a Rationale for each one

If you have more than one Special Qualification or License/Certification to enter in this section:

- Go to the  bar for each one
- Repeat the steps above

Special Qualifications in the **Other** category will be specific to this transaction and *will not* be prescreened by Employment Services. It is the submitting Department's responsibility to screen for all Special Qualifications listed in the **Other** category.

Information in all three of these categories *will* advertise on the Jobs@UIOWA website.

<http://jobs.uiowa.edu>



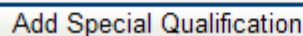
Rationale

This field is to the right of the Special Qualification **Request**. There is a link to the [Rationale Help](#) section next to the **Rationale** heading on the requisition form.

Special
Qualifications
[Definitions](#)

Request

Rationale - [Rationale Help](#)



The **Rationale** field must be completed for each Special Qualification or License/Certification, and include the following information:

- What percent of time the duty is performed
- Why the skill is needed
- Has the department trained anyone in this skill?
- Is training available in the department?
- Length of time that would be needed to train a person without this skill

Rationale example:

PC Spreadsheet

Rationale: Required 15%. Using MS Excel, this position will enter and track clinical, financial, and research information. They must be able to create, save, and write formulas in a spreadsheet. The department has never trained anyone in this skill and training is not available. It would take 6 months to train a person without this skill.

The rationale information *will not* advertise on the Jobs@UIOWA website. <http://jobs.uiowa.edu>

MAKING CHANGES TO SPECIAL QUALIFICATIONS

BEFORE the Requisition begins advertising:

- Email the Merit Employment requisitions clerks (marlo-laing@uiowa.edu, beverly-mason@uiowa.edu, leslie-ungs@uiowa.edu) requesting the requisition be returned to the Initiator's Workflow Inbox
- The Initiator can make the changes
- Return the changed requisition to the Merit Requisition clerk for processing
- Requisitions returned by 11 AM, will begin advertising the next business day

To *Delete* a Special Qualification or License/Certification from a requisition that was returned to your Workflow Inbox:

- Go to the **Edit** button
- Go to the drop down list in the appropriate section
- Move the highlight bar up to the blank space at the top of the drop down list
- Tab out of the drop down list, to clear the field
- Go to **Save Changes** bar at the bottom of the requisition form

During the Requisition initial advertising period:

- If a Special Qualification needs to be added or removed for any reason, at any time after it has begun advertising, ***the requisition must be cancelled.***
- A new requisition must be initiated.

After the Requisition has completed its initial advertising

- Special Qualifications *cannot be changed* once the Requisition has completed its initial advertising period, or been placed on extended advertising.

NOTE: Once a priority candidate has been referred, it must be obvious the change was not made in order to eliminate that individual from consideration.

If changes do need to be made:

- Email Lyra Dickerson (lyra-dickerson@uiowa.edu),
- Cc: Bev Mason (bev-mason@uiowa.edu) and Leslie Unga (leslie-ungs@uiowa.edu) and Marlo Laing (marlo-laing@uiowa.edu)
 - Request the original requisition be cancelled.
 - Include the reason for cancellation.
- A new requisition must be submitted.

Add'l Adv Info:

This field can be used for information that needs to advertise where no other field applies. This information *will* advertise on the Jobs@UIOWA website. <http://jobs.uiowa.edu>

There is a 250 character limit in this section. To determine the number of characters in the paragraph, type the information in the word processing program on your computer and do a word count.

If you *do not* want to list a skill, license or certification as a Special Qualification, but would like applicants to possess them, you can indicate your preference in this field. You can say “prefer” before the skill, as in “Prefer Word Possessing experience”. This will *not* preclude applicants from consideration if they do not have these skills.

Functional Analysis

Functional Analysis - PLEASE NOTE:

All permanent merit requisitions must have a current Essential and Marginal Job Function Analysis file attached before a requisition will be processed. **Please include the Position number and Requisition number in the spaces provided.**

The functional analysis form should be reviewed and updated, if needed, before attaching it to the requisition. The form may be used to review requests for special qualifications and/or to determine if a priority referral applicant should be referred.

The **Essential and Marginal Job Functional Analysis** form:

- Must be attached to *all* Merit requisitions after the requisition has been finalized
- *except Temporary*
- **Attach this as a word document, not a PDF form.**
- Must be attached to *all* Merit requisitions, *except Temporary*
- Should be reviewed annually and before submitting a requisition
- **Must have a reviewed date within the year.**
- Include **Position** and **Requisition** number in spaces provided

THE UNIVERSITY OF IOWA
• University Human Resources
Faculty and Staff Disability Services
121 University Services Building, Ste 20
Iowa City, Iowa 52242-1911

ESSENTIAL AND MARGINAL
JOB-FUNCTION ANALYSIS

Tab-field-to-field-to-enter-data (or-click-with-mouse). Press-the-F1-key-at-any-field-to-see-a-description-of-that-field.

Department	HR-EMPLOYMENT	Position Title	CLERK-IV	Job Code	GB13
Incumbent	MARLO-LAING	Position #	00000790	Requisition #	12345

• POSITION-SUMMARY:

The **Essential and Marginal Job Functional Analysis** information will *not* advertise on the printed Job Line or the Jobs@UIOWA website. <http://jobs.uiowa.edu>

Interview Selection Criteria Requirements

The Interview selection criteria that the hiring department will use to determine which candidates to interview must be attached to the requisition. The interview selection criteria can only be attached after the requisition has been Finalized. (refer to the instructions on pages 31-34) The Interview Selection Criteria information will *not* advertise on the printed Job Line or the Jobs@UIOWA website.

The interview selection criteria should be used to determine which applicants to interview based on the special qualifications and the preferred qualifications desired by the department. The criteria can be used to evaluate an applicant's qualifications, but cannot be used to disqualify applicants unless during the interview the applicant does not meet the pre-established minimum level of acceptable performance/response for one or more of the pre-approved advertised special qualifications. The interview selection criteria will be used to determine the basis for selecting or not selecting a veteran for an interview or a job offer. Information in the Essential and Marginal Job Functional Analysis form, and/or the Definitions of Standard Special Qualifications located at <http://www.uiowa.edu/hr/employment/department/spquals> can be used to develop the criteria.

The following information should be included for each individual position's selection criteria:

- The approved special qualifications that were advertised with the position
- The preferred qualifications desired of applicants selected for interview

Templates can be found at <http://www.uiowa.edu/hr/employment/forms/index.html> under Veteran's Merit "Pre-Interview" Information Template and Veteran's Merit "Pre-Offer" Information Template.

CONTACT INFORMATION

Note: A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

This section contains the contact information for this specific transaction. To choose a contact, Go to the **Choose/Edit** link.

CONTACT INFORMATION

Section Help

****Contact:**

[Choose/Edit](#) ←

****Contact Phone:**

Contact Fax:

Only one contact name is allowed in this field.

- Enter a Last Name:
- Enter a First Name:
- Go to the **Continue** tab.

Please search for the Employee for whom you would like to be the contact.

Employee ID:

→ Last Name:

→ First Name:

→

After selecting an employee (the name cannot be edited as it is pulled directly from the database)

- Enter the appropriate area code number and phone number information.

Nothing in these fields will advertise on the printed Job Line or the Jobs@UIOWA website.

<http://jobs.uiowa.edu>

GENERAL INFORMATION

A **Section Help** link is located under the header on the left side for each section of the Merit Requisition form.

MFK:

This section is for departmental use. It is up to the department whether or not they want to enter the MFK information.

← GENERAL INFORMATION

Section Help

MFK:

Number of MFK Lines

	FND	ORG	DEPT	SDEPT	GRANTPG	FUNCT	Delete MFK?
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SEARCH COMMITTEE ADMINS:

This is a required field, as indicated by the red * next to the heading.

* Search Committee Admins:

←

Search Committee Admins have the following abilities Search Committee members do not:

- Open the applicant pool
- Provide the Final Applicant Summary

It is recommended more than one person be included as an Administrator so, in the absence of the primary Admin, the requisition can be processed after it has ended advertising,

To choose the Search Committee Admins:

- Go to the **Choose/Edit** link
- Enter the first 3 letters of the last name
- Enter the first 3 letters of the first name
- Go to the Search For Employee tab

Employee ID:

Last Name:

First Name:

Merit Search Committee Admin Search

Instructions when starting with NO committee members

- **Step 1** - Type in search criteria and then hit the "Search for Employee" button. From the results check the employee(s) to add to the committee admin group.
- **Step 2** - To add extra committee admins, change the search criteria and repeat Step 1.
- **Step 3** - Select the final admin group by hitting the "Select Admin Group" button.

Explanation of Buttons

- Search For Employee - This button will perform a search.
- Select Committee Admin - This will select the admin group and return you to the Requisition form .
- Start New Group - This will remove all admin members from the Requisition form . (Will not delete from database until the Requisition form is saved)

- Turn on the radio button next to the employee you want to select as an Admin
- Go to the Select Committee Admin tab

<input checked="" type="radio"/>	1052029	GILPIN,PATRICK D	05-0315	GB13
----------------------------------	---------	------------------	---------	------

Select a back-up Admin

- Enter the first 3 letters of the last name
- Enter the first 2 letters of the first name
- Go to the Search For Employee tab

Employee ID:

Last Name:

First Name:

- Turn on the radio button next to the employee you want to select as a back-up Admin

<input checked="" type="radio"/>	1029058	LAING,MARLO JEAN	05-0315	GB13
----------------------------------	---------	------------------	---------	------

To Remove Committe members simply uncheck and then hit search.

Employee Id	Name
<input checked="" type="checkbox"/> 1052029	Patrick D Gilpin

- Go to the **Select Admin Group** tab to insert the Admins in the requisition form

Employee ID:

Last Name:

First Name:

To Remove Committe members simply uncheck and then hit search.

Employee Id	Name
<input checked="" type="checkbox"/> 1052029	Patrick D Gilpin
<input checked="" type="checkbox"/> 1029058	Marlo J Laing

- **Search Committee Admins** will be listed in the window in the requisition form

* Search Committee Admins:

GILPIN, PATRICK D

LAING, MARLO JEAN

[Choose/Edit](#)

SEARCH COMMITTEE MEMBERS:

Search committee members are responsible for reviewing the materials submitted by the applicants once the Administrator opens the pool up for review. Committee members will also be able to rate the applicants.

To choose the Search Committee Members:

- Go to the **Choose/Edit** link.

- Enter the first 3 letters of the last name
- Enter the first 2 letters of the first name
- Go to the Search For Employee tab

Employee ID:

Last Name:

First Name:

- Turn on the radio button next to the employee you want to select as an Admin
- Go to the Select Committee Member tab

Empl ID	Name	DeptID	JobCode
<input checked="" type="radio"/> 1029445	UNGS,LESLIE A	05-0315	GB13

Search Committee Members:

- Repeat the steps above if you need more than one Search Committee member
- Go to the Select Committee tab

- The **Search Committee Members** will be listed in the window on the requisition form

Search Committee Members:

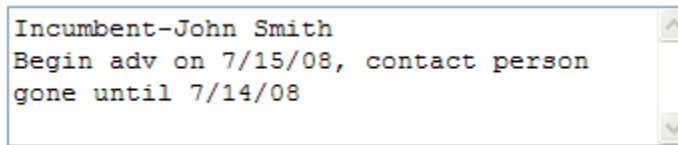
Comments:

This section is for additional information about anything pertaining to the requisition. This information will *not* advertise on the Job line, nor will it be available to applicants.

Examples:

- Incumbent's name
- If a requisition is to advertise at a future date

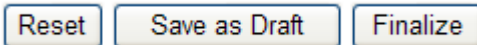
Comments:



Incumbent-John Smith
Begin adv on 7/15/08, contact person
gone until 7/14/08

You will have 3 options when you've completed all the fields on the requisition form:

- Reset
- Save as Draft
- Finalize



Reset

This tab will clear all entered information that has not been saved.

To return to the top of the requisition form and start over:

- Click the Return to Merit Position Requisition Selection link, or
- Press and hold the **Ctrl** key, and **Home** key simultaneously.

Save as Draft

This tab saves the form as a draft in HR Transactions System.

- The transaction number and requisition number is assigned
- Enter the requisition number in the space provided on the Functional Analysis form before attaching the form to the requisition

To initiate a new Merit Requisition click the link below

↓
[Return to Merit Position Requisition Selection](#)

Your save was a success.

1) You have saved a Merit Requisition form. The transaction number for this Merit Requisition form is 1195820. The requisition number for this form is 7166.

2) Click [here](#) to return to the Hire@UIOWA main menu.

- Click the [here](#) link to return to the **Jobs@UIOWA** main menu.

To retrieve the Draft copy so it can be finalized:

- Employee Self Service
- Administration Systems
- HR Transaction System
- Find the Load a Draft Copy link.

FO/HR Web Transaction System

Data Access Applications Transaction Main Menu Workflow Main Menu HR Home Page Sign In/Out

[Load a Draft Copy](#) ←

[View a Finalized Form](#)

- Go to the Transaction Number link to load the form.

List of Draft Requisitions

Your search returned 2 results.

[Click to close Draft Copies](#)

Click on the Transaction Number to the load the form.

Transaction Number	Requisition Number	Job Title	Initiator	Action
Merit Pos - Regular				
996520	006446	CLERK IV	PATRICK GILPIN	Delete
1195820	007166	CLERK IV	PATRICK GILPIN	Delete

The requisition form will open.

- Verify all information that has been entered
- Go to the **Finalize** tab at the bottom of the requisition form

Finalize

This tab completes the requisition form and sends it into the Workflow system to be processed. After finalizing the requisition, the routing screen will open.

If the Workflow path needs to be established, contact your HR Unit Representative.

Documents can only be attached after the requisition has been finalized. (Refer to page 31-34.)

If your workflow path is established, your next window will look like this:

Initiate Workflow Process

You are entering a [Merit Pos - Regular](#) into the UI Workflow System.

Please choose a workflow group from the following list.
If you don't see the group you wish to use, please click [here](#) to choose a different department for routing.

ORG / DEPT	SUBLEVEL
<input checked="" type="radio"/> VPFO-Human Resources	
<input type="radio"/> VPFO-Human Resources	Admin_Svcs
<input type="radio"/> VPFO-Human Resources	Benefits
<input type="radio"/> VPFO-Human Resources	CompClass
<input type="radio"/> VPFO-Human Resources	ELR-Emp_Lab_Rel
<input type="radio"/> VPFO-Human Resources	Employment
<input type="radio"/> VPFO-Human Resources	IMFO
<input type="radio"/> VPFO-Human Resources	Livewell
<input type="radio"/> VPFO-Human Resources	Payroll
<input type="radio"/> VPFO-Human Resources	WL_FacStaffServ
<input type="radio"/> VPFO-Human Resources	WL_FamServices
<input type="radio"/> VPFO-Human Resources	WL_StaffDev
<input type="radio"/> VPFO-Human Resources	Worklife
<input type="radio"/> VPFO-Human Resources	test

- Go to your appropriate Org/Dept
- Go to the **Continue** button to proceed

If your department is not on the list you must click on [here](#) in the instruction paragraph.

The **Choose Workflow Routing** window will open.

- Expand the drop down list
- Highlight the desired department
- Go to the **Continue** tab

Choose Workflow Routing

You are entering a [Merit Pos - Regular](#) into the UI Workflow System.

Please choose a department from the following list.
A list of workflow groups associated with this department will be provided on the following page.

The **Initiate Workflow Process** window will open showing the selected departmental routing path.

- Go to the **Continue** tab to proceed

Initiate Workflow Process

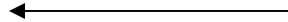
You are entering a [Merit Pos - Regular](#) into the UI Workflow System.

Please choose a workflow group from the following list.
If you don't see the group you wish to use, please click [here](#) to choose a different department for routing.

ORG / DEPT SUBLEVEL

Pres-President

Continue



- The **Workflow Routing** window will open.

Attach documents to the requisition at this time.

- The document to be attached cannot be open when you try to attach it. You will get an error message if it is open.

There are 4 types of documents that can be attached to the requisition form:

- **Correspondence** (letters, emails, etc.)
- **Functional Analysis** (Essential and Marginal Job Functional Analysis form)
- **Work Sample** (use for work sample(s) and/or interview questions) (Complete the Brief description box)
- **Pre-Interview information** (Template or customized departmental form)

All permanent merit requisitions must have a current Essential and Marginal Job Function Analysis form attached before a requisition will be processed. (refer to page 23)

- Go to the **Attach Documents** link.

Workflow Routing
Workflow for: Merit Pos - Regular (Transaction 1195820)

This transaction was entered into Workflow on 09/12/2007
The Workflow Inbox displays this basic information: 05-0315 | 00000784 | CLERK IV | 007166
[View the entire projected Workflow path for this form.](#)

WORKFLOW ATTACHMENTS
(Attachment Help)

In order to have access to attach documents, please attach your documents before forwarding the form.
Use the following link to attach documents to this transaction: [Attach Documents](#)

The following are suggested attachments:

- Correspondence
- Functional Analysis
- PDQ
- Organizational Chart
- Work Sample

WORKFLOW OPTIONS FOR: MERIT POS - REGULAR (TRANSACTION 1195820)

You are viewing all options for this form.
To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1001271	BUCKLEY,SUSAN C	DEPT	Required
1019548	HEIN,TERRI M	DEPT	Edit/View
1026586	LEE,SUSAN K	DEPT	Edit/View

Send to the next approval level plus someone from my alternates list.
(specify on next page)

Send to an alternate for intermediate approval.
(specify on next page)

Void this form, removing it completely from workflow.
You will be asked for further confirmation.

The **Attach Documents** window will open. Complete the following fields:

Attachment Type:

- Expand the drop down list
- Select the appropriate type of attachment

Select the file:

- Go to the **Browse** tab
- Find the document that has been saved on your desktop or in a file/folder on your computer
- Double click to insert the link to the document in this field

Brief Description:

- Enter a description of the document you are attaching
- Select **Work Sample** even if you are only attaching questions
- Place title of Work Sample in the description (see next page example)

Attach Document tab

- Press this tab to attach your document

- Go to the **Attachment Help** link if you have any other questions or problems.

← MERIT POS - REGULAR (REQUISITION NUMBER)

[Attachment Help](#) ←

Essential and Marginal Job Function Analysis attachment must be a word document not a PDF. If the form is a PDF Employment Services cannot make any changes and the entire merit requisition form will be returned to the department.



Attention:

- Please do not upload any documents that contain macros.
- The larger the file being uploaded the longer the process will take. After hitting the Upload Resume button, please wait and you will be re-directed when the process is complete. Please do not hit the Upload Resume button multiple times.

» **Required Fields**

» Attachment Type: Work Sample

» Select the file: C:\Documents and Settings [Browse...]

Brief Description: Medical Terminology

Replace Document: Work Sample

[Attach Document] [Return to Attachment List] [Close Window]

After the document has been attached:

- The following window will open



Your document has been successfully attached. Do you want to attach another document?

[Yes] [No]

- Press **Yes** if you want to attach another document. Repeat these steps for each document
- Press **No** to continue

All attached documents will appear at the bottom of the window under **Current Attachments**

- Go to the **Close Window** tab when you have attached all your documents

Attachment Help

Form Options:

+ Add a new attachment: Browse your computer for the document to be uploaded, and then describe your attachment.



Attention:

- Please do not upload any documents that contain macros.
- The larger the file being uploaded the longer the process will take. After hitting the Upload Resume button, please wait and you will be re-directed when the process is complete. Please do not hit the Upload Resume button multiple times.

» Required Fields

» Attachment Type:

» Select the file:

Brief Description:

Replace Document:



⊖ CURRENT ATTACHMENTS

Attachment Type	Uploaded By	Date Uploaded	Description
Work Sample(0)	GILPIN,PATRICK D	09/12/2007	Medical Terminology questions Delete

When you close the attachment window the **Workflow Routing** window will re-open.

Workflow Routing

Workflow for: Merit Pos - Regular (Transaction 1195820)

This transaction was entered into Workflow on [09/12/2007](#)
 The Workflow Inbox displays this basic information: [05-0315 | 00000784 | CLERK IV | | 007166](#)
[View the entire projected Workflow path for this form.](#)

⊖ WORKFLOW OPTIONS FOR: MERIT POS - REGULAR (TRANSACTION 1195820)

You are viewing all options for this form.
 To view Approval options only, click [here](#). To view "Do Not Approve" options only, click [here](#).

You are responsible for routing this form to its next step, using this application.
 Please choose from the following options:

⊖ Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1001271	BUCKLEY,SUSAN C	DEPT	Required
1019548	HEIN,TERRI M	DEPT	Edit/View
1026586	LEE,SUSAN K	DEPT	Edit/View

Send to the next approval level plus someone from my alternates list.

(specify on next page)

Send to an alternate for intermediate approval.

(specify on next page)

Void this form, removing it completely from workflow.

You will be asked for further confirmation.



WORKFLOW ATTACHMENTS

(Attachment Help)

In order to have access to attach documents, please attach your documents before forwarding the form.

Use the following link to attach documents to this transaction:
[Attach Documents](#)

The following are suggested attachments:

- Correspondence
- Functional Analysis
- PDQ
- Organizational Chart
- Work Sample

- Go to the **Continue** tab in the **Workflow Routing** window.

The **Confirm Workflow Routing** window will open.

- Go to the View the entire projected Workflow path for this form link in this window to see the path.
- Go to the **Continue** tab to finish the routing.

Confirm Workflow Routing

Confirm Routing for: Merit Pos - Regular (Transaction 993307)

This transaction was entered into Workflow on 02/19/2007
The Workflow Inbox displays this basic information: 05-0315 | 00000790 | CLERK IV | 006427
[View the entire projected Workflow path for this form](#)
You are processing this form; it will proceed through the workflow system as follows:

You have chosen to use the default workflow routing.

Name	Approval Type
DICKERSON, LYRA WADSWORTH	Required

Press Continue to approve this routing:

Continue

The **Finish Workflow Routing** window will open

- You are done!!

here.' and 'To return to Hire@UIOWA, please click [here](#).'"/>

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.

To return to the HR Transaction System, please click [here](#).

To return to Hire@UIOWA, please click [here](#).

Congratulations, you have successfully initiated a Merit Requisition form.

The Merit Requisition is in Workflow and on its way to the next level of routing.

Any one in the workflow path can return the form to the initiator for revisions.

For assistance/questions call Employment Services staff:

Merit Requisition Assistance:

Contact Marlo Laing @ 335-2947 or Bev Mason @ 335-2659 or Leslie Ungs @ 335-2658.

Departmental Competitive Promotion process forms; contact **Leslie Ungs @ 335-2658.**

Referral of applicants for positions questions; contact **Bev Mason @ 335-2659.**

Appointment form questions; contact **Leslie Ungs @ 335-2658.**