

THE UNIVERSITY OF IOWA

CHECKLIST FOR HR MERIT FORMS PROCESSING

Establishment of a New Merit Position

The following is **required** to establish and advertise a new Merit position:

- Position Description Questionnaire (Merit) with completed Position Classification Review form as cover sheet
- Unit Organizational Chart showing location of proposed position
- Merit Requisition--Use “**new**” requisition if there is no position number. Use “**regular**” requisition if there is an established position number
- Essential and Marginal Job Function Analysis

Some positions may also require:

- Special Qualification Requests
(contact Employment Services at 5-2657 for questions regarding special qualification requests)
- Prior Approval from the Director of Employee and Labor Relations for Confidential Status
(contact Employee and Labor Relations at 5-0052 to request approval of confidential status)

Reclassification of an Existing Merit Position

The following is **required** to reclassify and advertise an existing Merit position (vacant):

- Position Description Questionnaire (Merit) with completed Position Classification Review form as cover sheet
- Unit Organizational Chart showing location of position under review
- Position Change Form
- Merit Requisition
- Special Qualification Requests (if needed)
- Essential and Marginal Job Function Analysis

The following paperwork is **required** to reclassify an existing Merit position (occupied):

- Position Description Questionnaire (Merit) with completed Position Classification Review form as cover sheet
- Unit Organizational Chart showing location of position under review

Forms should be forwarded through workflow to Compensation and Classification. For questions regarding establishing or reclassifying Merit positions, contact Compensation and Classification at 5-1848.

Advertising an Existing Merit Position

The following is **required** to advertise an existing Merit position:

- Merit Requisition
- Essential and Marginal Job Function Analysis
- Special Qualification Requests (if needed)

Forms should be forwarded through workflow to Employment Services. For questions regarding advertising a Merit position, contact Employment Services at 5-2657.

Merit Requisitions are available on the Human Resources Web Applications and Information Management page. Position Change Forms are available on the HRIS Web Transaction System. All other forms listed are available for download on the web at <http://www.uiowa.edu/~eforms/hr/hr.html>