

Creating a P&S Position Description Job Aid

Purpose: When creating a P&S Position Description (PD) in People Admin 7, use this as a guide to completing the required and optional forms and fields. Reference the *Creating a P&S Position Description Quick Reference Guide* or *Writing a Position Description Job Aid* for information on the process of creating a P&S PD.

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New Position Description

This section provides basic details regarding the new position you are requesting. Use the tables below as guidance for each field. An * denotes a required field.

New Position Description	
Working Title	The position title should be the University Title for the desired Classification (e.g. Program Coordinator II).
Division	These fields will be pre-populated based on PeopleAdmin account access. If there is a need to create a PD in a department unavailable based on user access, contact UHR Class/Comp.
College/Unit	
Department	

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Action Justification Section

This section will provide written guidance for each form/field in the Action Justification section of a PD.

Position Justification	
*Are you going to fill this position?	If posting this position, select yes.
*Justification for Action	Explain why this position is being added or the current need for this position.
Multiple Position Advertisement	
*Are you advertising as a series?	If so, Recruitment will format the advertised title of the series with the lowest classification first. PDs should be submitted for each level of the series.
*Are you filling multiple positions from one posting?	If hiring more than one position from this posting, please select Yes.
Additional Position Numbers for Multiple Position Advertisement	Enter PD numbers for all positions to be filled on this vacancy if available (or for a series).
Position Recommendations	
* University Title Recommendation to UHR	Type the classification for which this PD is created. Please note, UHR has the final determination of each PD/Classification at Iowa State University.
Exempt from P&S policies (at-will)	Will this position be an at-will employee? Yes or No

Classification Selection

This section provides basic details regarding the new classification (e.g. Program Coordinator II or Academic Adviser I) requested, such as university title, pay grade, and required qualifications. Use the filter to limit results.

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Position Details

This section provides basic details regarding the new position requested. Use the table below as guidance for each field. If cloning an existing position description, complete that first.

Classification Selection	
This area is pre-populated based on classification selection.	
Position Details	
Position Number	This field will be generated by the system once it is routed for approval. Formats include: P&S : PS##### Merit : M##### Faculty : #####
Appointment Type	Make the appropriate selection. This is an editable field that will be carried over to the posting and hiring proposal.
FLSA Exempt	Yes or No
*Number of Months Employed per Year	1-12 months or select semester
Location (if other than Ames)	Fill this out if the position will work in a location outside of Ames a majority of the time.
*Summary of Duties and Responsibilities	Reference, Writing a Position Description Job Aid for detailed writing guidance.
Hiring Manager	The hiring manager can be a supervisor(s) or manager(s) of this PD. The HM will gain view/edit access to this PD.
Previous Incumbent	Previous employee seated in the position description
Job Duties	
Job Duty Label is used to label major functions of the job. A minimum of three- builder entries are required, including one that must read, Other duties as assigned – 5%.'	
*Job Duty Label	Reference Writing a Position Description Job Aid for detailed writing guidance.
*Description of Job Duty	
*Percent of Time	Typically, job duties should be no more than 45%. The percent of total time must add up to 100%.

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Job Factors

This section provides basic details regarding the new position you are requesting. Use the table below as guidance for each field. If you plan to clone an existing position description, please complete that first.

Complexity

Complexity measures the variety and difficulty of the duties necessary for successful completion of work. It considers the amount of judgment and analytical thinking necessary, along with the availability of policies, procedures, precedents, and standards for guiding the position's actions. Give one to two examples of complex problems or projects included in the position.

Innovation

Innovation measures the extent to which the job demands resourcefulness, creativity, ingenuity or inventiveness. This factor considers the degree of original thinking required to organize or develop new or improved methods, ideas, strategies, procedures or techniques.

Impact on Institutional Mission

*Scope – Positive Impact	See screen for instructional text and guidance.
*Scope – Negative Impact	
*Scope – Monetary/Quantitative Impact	
*Freedom of Action – Supervisor Guidance	
*Freedom of Action – Policies and Procedures	

Internal Interactions

Appraises the responsibility for working with or through others within the university community, including students, staff, and faculty on a regular, recurring, and essential basis for operations. This section does not include contacts within the position's immediate work area/unit.

External Interactions

Measures the responsibility for working with or through others outside the university to perform the duties of this position. Consider the nature and level of contact encountered on a regular, recurring, and essential basis.

Leadership

*Direct Supervision	This should NOT include student employees.
*Indirect Supervision	For example, enter 2 if this PD is supervising two Clerk I's. Add a new entry for each University Title supervised.
*Other Types of Leadership	For example Project coordination, Team Lead, etc.

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Essential Physical Function

This section is used to determine the physicality of a position. This section has large implications for the safety of the incumbent of this PD. Be sure to take time and select the most appropriate response for the position. There will be a tool available to hand to supervisors if the Essential Physical Functions are unknown.

Qualifications, Required/Preferred Licensure(s)/Certification(s)

Reference *Writing a Position Description Job Aid* for detailed writing guidance.

Verification

Although no fields in this section are required, it should be completed during the routing and approval process. By typing in your name, you are certifying the requested action.

Posting Position Details

Complete the details regarding the position, such as whether this position is full or part time.

*Advertised Employing Department	Please use department name (e.g. English) as opposed to department number.
*Full or Part time	Full/PartTime.
*Fraction	Used toward FTE total.
*Shift	1 st , 2 nd , 3 rd , Rotating
Additional information	Please note any important characteristics regarding any of the fields in the Posting Position Detail section.
Number of Positions	Provide the amount of positions that will be filled through his posting.
Proposed Start Date	Enter the proposed start date or text such as "as soon as possible".
Proposed End Date or Length of Term	Only enter if the posting will be term or if there is a known end date for position.
Posting Admin	The Posting Admin will review and manage the posting to be created from this PD. The Posting Admin will also rate and route applicants for interviews and start the hiring proposal.

Budget

*Account	The account number is to provide decision makers information about where funding for this new position salary is to be encumbered. Seven-digits, no dashes.
Sub-Account	Six-digits, no dashes.

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*Account # % 1-100 | 1-100%. Please note the system does not calculate, so be mindful when calculating percentages.

Recruitment Planning – Posting Details	
*Is this posting for external, internal (to ISU), or waiver of advertisement?	Choose the advertisement method.
Business Rationale for internal posting or waiving advertisement	If the method is internal or is waived from external advertisement then provide rationale.
For waiver, name of intended hire(s)	If waived enter the planned candidate's name.
List the recruiting resources the department intends to further advertise the posting. The position will automatically be posted on iastatejobs.com and the Iowa Workforce website. Additional advertising is the responsibility of the hiring department.	<ul style="list-style-type: none"> ✓ ISU Employment Opportunities Website ✓ ISU Employee ✓ Website (other than ISU Employment Opportunities) ✓ Placement Office ✓ Trade Journal ✓ Newspaper ✓ Other
Indicate which specific website, placement office, trade journal, newspaper or other resource that you intend to use.	This field will pre-populate in the posting, but is later editable.
*Department Contact Name	This department contact will be used by UHR when approving the PD and also be posted as a contact for applicants.
Department/Unit Website	Departments/Units can provide links to their specific URL to provide applicants a better idea of their potential work unit.
*Do you want this posted longer than the required advertisement period on iastatejobs.com?	The required advertisement period is noted in the Open Search Policy. (Link?)
If yes, how many calendar days would you like the posting to appear on the web?	Enter calendar days (e.g. 15) you would like to appear on the web. Alternatively, enter the date you would like the posting to be taken down.
Background Check	
What type of background check would you like to conduct?	http://www.hrs.iastate.edu/hrs/node/327
Rationale for a credit check	Enter rationale for a credit check, as most candidates do not receive this type of background check.
*Account for background check charge	Account will be charged when the background check is run. Seven-digits, no dashes.

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Sub-Account for background check charge

Six-digits, no dashes.

Supplemental Questions

IMPORTANT NOTE: There is a system issue currently for Supplemental Questions. Please do not use this section. Until this issue is fixed, **please upload a Word Document of desired supplemental questions** to the Position Documents section.

The supplemental questions section can be used later to inform the rating process of applicants. There are a few options for supplemental questions:

Adding New Supplemental Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding New Supplemental Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

The Posting Admin or Search Committee can set up parameters or points for the supplemental answers. The text below explains the automatic rating options:

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Questions must be approved by UHR.

Applicant Documents

Indicate applicant documents that will be required, optional, or not used on the posting. Optional and Not Used documents can be reviewed and updated at the time of posting approval. Be sure to update Application Instructions (on the posting) if selecting "other documents".

Supervisor

Use this section to assign a PD/Supervisor to this position. Use the option to filter the results to find a specific position type, department, or PD number.

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Position Documents

Upload an organizational chart here. Position Documents are not advertised with the posting. These documents are only accessible to those who can view this PD, including the incumbent. Examples include: relevant emails or communications regarding this position and/or reclassification. Reference, ***Writing a Position Description Job Aid***, for detailed organization chart guidance.