

## Creating a P&S Temporary or Emergency Posting Job Aid

**Purpose:** When creating a P&S Temp/Emergency posting in People Admin 7, use this as a guide to completing the required and optional forms and fields. Reference the **Creating A P&S Temp/Emergency Posting QRG** for information on the process of creating a posting.

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### New Posting

This section provides basic details regarding the new P&S Temp/Emergency posting you are creating. Use the tables below as guidance for each field.

<b>New Position Description</b>	
Working Title	The working title (or advertised title) should be the Working Title for the desired P&S Temp/Emergency posting
Division	These fields will be pre-populated based your PeopleAdmin account. If you need to create a posting in a department that is not available to you, please contact UHR Recruitment.
College/Unit	
Department	
Workflow State	Pre-populated: Under Review by Posting Admin
<b>References</b>	
Accept References	This feature will not be used for P&S Temp/Emerg.
<b>Online Applications</b>	
Accept Online applications?	Pre-populated: Checked
Special offline application instructions	This feature will not be used for P&S Temp/Emerg.
<b>Accepted Application Forms</b>	
P&S Application	Required, Check this box

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### Position Details

Classification Information	
This area is prepopulated based on classification selection.	
University Title	Pre-populated based on classification selection
Pay Grade	Pre-populated based on classification selection
Salary	Commensurate with qualifications (default)
Job Category	Professional and Scientific
Required Education and Experience	Pre-populated based on classification selection
Posting Details	
*Base of Employment	Make the appropriate selection. This is an editable field that will be carried over to the hiring proposal.
*Appointment Type	Professional and Scientific Temporary XH or Emergency
*Pay Frequency	Select Semi-Monthly if Temporary XH or Monthly if Emergency.
*Number of Months Employed per Year	1-9 months
Location (if other than Ames)	This field is helpful if the work will be performed somewhere other than Ames for the majority of the time.
*Supervisor's Name	Enter supervisor's name, which will not be viewable on the posting.
*Supervisor's Email	Enter supervisor's ISU email, which will not be viewable on the posting.
Working Title	Pre-populated from posting settings but editable if needed (see page 1)
*Advertised Employing Department	Please use department name (e.g. English) as opposed to department number.
*Full or Part Time	Full/Part Time.
*Fraction	Used toward FTE total.
*Shift	Select the shift the employee will be working.
Additional Information	Provide any additional information that would be important for the applicant.
*Summary of Duties and Responsibilities	Reference <b>Writing a Position Description Job Aid</b> for detailed writing guidance.
Supplemental Required Education and Experience	Reference <b>Writing a Position Description Job Aid</b> for detailed writing guidance.
*Preferred Education and Experience	

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Required Licensure(s)/Certification(s)	Reference Writing a Position Description Job Aid for detailed writing guidance.
Required Credentialing agency name	Enter credentialing agency name
Required Credentialing agency website/contact information	Enter credentialing agency contact information.
Preferred Licensure(s)/ Certification(s)	Reference Writing a Position Description Job Aid for detailed writing guidance.
Preferred Credentialing agency name	Enter credentialing agency name and contact information.
Preferred Credentialing agency website/contact information	
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	Enter the proposed end date or length of term.
*Is this posting for external or internal (to ISU), or waiver of advertisement?	Internal/External/Waive of Advertisement.
Business Rationale for internal posting or waiving advertisement	Provide a written description for not posting externally.
For waiver, name of intended hire(s).	Please enter first/last 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"> <li>✓ ISU Employment Opportunities Website</li> <li>✓ ISU Employee</li> <li>✓ Website (other than ISU Employment Opportunities)</li> <li>✓ Placement Office</li> <li>✓ Trade Journal</li> <li>✓ Newspaper</li> <li>✓ Other</li> </ul>
Indicate which specific website, placement office, trade journal, newspaper or other resource that you intend to use.	This field should document any resources the department intends to use to advertise this posting. During the hiring proposal process, you will be asked to confirm if the resources intended were actually used.

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*Department Contact Name	This department contact will be used by UHR and be posted as a contact for applicants.
Department Contact Phone	
*Department Person e-mail	
*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 ( <a href="http://www.policy.iastate.edu/policy/opensearch">www.policy.iastate.edu/policy/opensearch</a> ).
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.
<b>Background Check</b>	
What type of background check would you like to conduct?	Information on background check options can be found at: <a href="http://www.hrs.iastate.edu/hrs/node/210">http://www.hrs.iastate.edu/hrs/node/210</a>
Rationale for a credit check	Enter rationale for a credit check, as most candidates do not receive this type of background check. <a href="http://www.policy.iastate.edu/policy/background#credit">http://www.policy.iastate.edu/policy/background#credit</a>
Account for background check charge	Account to be charged when the background check is run. Only 7 digits, without dashes
Sub-Account for background check charge	Optional, only 6 digits, without dashes
<b>Advertising Details (HR Only)</b>	
UHR will populate the posting admin, announcement date, posting end date, Special instructions, and pre-employment screening information for the posting.	

### Supplemental Questions

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

**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

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supplemental question.

**Supplemental 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.

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### **Applicant Documents**

Indicate applicant documents that will be required, optional, or not used on the posting. Be sure to update Application Instructions (on the posting) if selecting “other documents”.

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### **Posting Documents**

Uploading supporting documents, such as Waiver of Advertisement approval and/or any other relevant documents/emails, etc. can be attached in this section.

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