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| --- | --- | --- |
| **Process Step** | **Description** | **Approval Needed**  |
| **Step 3: A Forms and HR Posting**  | Requisition Form (Form A), Vacancy Announcement (Form A1), and Recruitment Plan (Form A2) are submitted electronically to the Administrative Director. The Administrative Director enters the information into PeopleSoft to route for review and approval. Once approved, the job description will post to HR website. This STEP is often mysterious in terms of HOW LONG it takes for HR to post the job description. To AVOID DELAYS, be sure that the FORM A, A1 and A2 have all of the correct information. The information that you put in Form A and A1 will need approval from the Dean and the Provost---so patience is needed until these forms are approved and THEN the Administrative Director can enter the information in PeopleSoft. For A2 asks for a recruiting or advertising plan. The advertising **plan should contain at least one relevant source that targets women and one relevant source that targets minorities. If your job group is underrepresented additional advertising and outreach should be sought to target the underrepresented group(s).** *(Section C.2.2 of COFS)* | Department chair, dean, Equity and Access (EAO), Provost’s Office and Budget |

THIS IS A REALLY IMPORTANT STEP. USING PAST JOB DESCRIPTIONS MIGHT BE HELPFUL,

BUT MAY ALSO NOT BE HELPFUL SINCE EVERY YEAR THE WAYS IN WHICH JOB ADS ARE WRITTEN SEEM TO CHANGE.

REMEMBER THIS: EVERYTHING THAT IS IN THE JOB AD WILL EVENTUALLY BECOME PART OF HOW YOU SCORE EACH APPLICANT. SO, BE SPECIFIC IN THIS JOB DESCRIPTION. IF SOMETHING IS IMPORTANT AND YOU WANT TO RATE CANDIDATES ON IT, IT HAS TO BE IN THE JOB AD. (SEE STEP 5…..IF IT ISN’T IN THE JOB AD, YOU CAN’T RATE IT LATER)

Be patient but diligent to get these forms completed!!! Work out the job description with the dean before you send the final versions to the administrative director.