**Faculty Blueprint**

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| **New Position Description** |
| Working Title |       |
| 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  |
| **References** |
| Reference Notification: *Request References to submit Recommendations when candidate reaches selected workflow state?* | [ ]  Under Review by Posting Admin[ ]  Rate Applicant[ ]  Flagged for Interview[ ]  Request for Interview[ ]  Approved for Interview[ ]  Selected for Hire |
| Recommendation Workflow: *When all Recommendations have been provided, move to which workflow state?* | Nothing should be selected here as we do not want applicants to be moved to a different status once the referee has responded.  |
| Recommendation Document Type:  | [ ]  No Document *This should NOT be selected if you are requiring references for your position*[ ]  Reference Letter *This should be selected if you are requiring references for your position* |
| **Online Applications** |
| Accept Online applications? | Pre-populated: Checked |
| Special offline application instructions |       |
| **Accepted Application Forms** |
| Faculty/Other Application | Required, Check this box |

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| **Classification Information** |
| *This area is prepopulated based on classification selection.*  |
| University Title | Pre-populated based on classification selection |
| Salary | Commensurate with qualifications |
| Job Category | Faculty/Other |
| **Posting Details** |
| \*Appointment Type | [ ] Faculty-Tenure Eligible[ ] Faculty-Non Tenure Eligible[ ] Faculty-Emergency[ ] Contract |
| \*Base of Employment | [ ] A-Faculty (12 Months)[ ] B-Faculty (9 Months)[ ] K-Contract |
| \*Pay Frequency | [ ] Monthly[ ] Semi-Monthly  |
| \*Number of Months Employed per Year |       |
| Location (if other than Ames) |       |
| \*Supervisor’s Name |       |
| \*Supervisor’s Email |       |
| Number of Positions |            |
| \*Working Title |
| \*Advertised Employing Department  |       |
| \*Full or Part Time | [ ] Full Time [ ] Part Time |
| \*Fraction | [ ] Full Time      *If Part Time, please list the fraction* |
| Additional Information: *May include expectations for the position such as travel, on call, work location, or working occasional weekends. Can also include special instructions to UHR Recruitment for posting.* |       |
| \*Summary of Duties and Responsibilities |       |
| Department/Program & College Description |       |
| About Iowa State University and the Ames Community | Pre-populated. |
| \*Required Education and Experience  |       |
| \*Preferred Education and Experience |       |
| Required Licensure(s)/Certification(s) |       |
| Required Credentialing agency name |       |
| Required Credentialing agency website/contact information  |       |
| Preferred Licensure(s)/Certification(s) |             |
| Preferred Credentialing agency name |
| Preferred Credentialing agency website/contact information |       |
| Application Instructions |       Pre-populated. This section should be modified based on required/optional documents the applicant should upload when applying. Do not edit or remove the code (e.g <br />). If requesting references, UHR will add appropriate language.  |
| \*Proposed Start Date |       |
| Proposed End Date or Length of Term |       |
| \*Is this posting for external or internal (to ISU), or waiver of advertisement? | [ ] External[ ] Internal[ ] Waiver |
| Business Rationale for internal posting or waiving advertisement |       |
| For waiver, name of intended hire(s) |       |
| 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. | [ ] 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. |       |
| \*Department Contact Name: *The name of the person who will answer questions from applicants.* |       |
| Department Contact Phone |       |
| \*Department Contact Email |       |
| Department/Unit Website |       |
| Guaranteed Consideration Date |       |
| Posting End Date |       |
| Open Until Filled | *“No” should always be selected.* Currently not utilized by ISU. |
| Posting Admin |       |
| **Background Check** |
| What type of background check would you like to conduct? | [ ] Best Practices[ ] Best Practices + Credentials[ ] Best Practices + Credit[ ] Credit Only |
| Rationale for a credit check |        |
| Account for background check charge |       |
| Sub-Account for background check charge |       |
| **Advertising Details (HR Only)** |
| UHR will populate the announcement date, posting end date, Special instructions, and pre-employment screening information for the posting. |  |
| **Supplemental Questions** |
|       |
| **Additional Posting Options** |
| Applicant Documents : | [ ]  Resume/Curriculum Vitae[ ]  Letter of Application/Cover Letter[ ]  Reference Contact Information[ ]  Statement of Career Goals[ ]  Statement of Teaching and/or Research Interests[ ] Other     [ ] Other      |
| Guest User |       Password      Email address to send Guest User Email to |
| Search Committee | Currently not utilized by ISU |

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| **Reference Letters** |
| If you would like the applicant to provide references, please complete this section. Please see ***Reference Letter Tool Job Aid*** for more detailed instructions.  |
| Accept References | [ ] Yes [ ] No |
| Minimum Requests |       |
| Maximum Requests |       |
| Cutoff Date | *Leave this field blank.* |
| Provider Special instructions  |       |
| **Verification** |
| *Only needed if routing through multiple departments and would like a paper trail of the approvals.*  |
| Posting Admin |       |
| Dept Chair/Director |       |
| Dean/AVP |       |
| President/Senior VP |       |
| Provost |       |
| EO |       |