AD DRAFTING AND RECRUITMENT

May 11, 2022

AGENDA

- Choosing the appropriate Interfolio position type

- Building the job posting – Academic HR considerations

- Reasons why Academic HR may return an ad for edits

- Building the job posting – International Scholars Operations considerations

- Reasons why International Scholars Operations may return an ad for edits

- Questions, resources, and recap

POLLS

- How long have you been using Interfolio?
  - Less than one year
  - 1-5 years

- How long have you worked at UW?
  - Less than one year
  - 1-5 years
  - More than 5 years

- What is your role?
  - Assistant to the chair
  - Department administrator (ex: HR specialist/manager/director, Financial Specialist)
  - Dean's office administrator (ex: HR specialist/manager/director)
  - Faculty
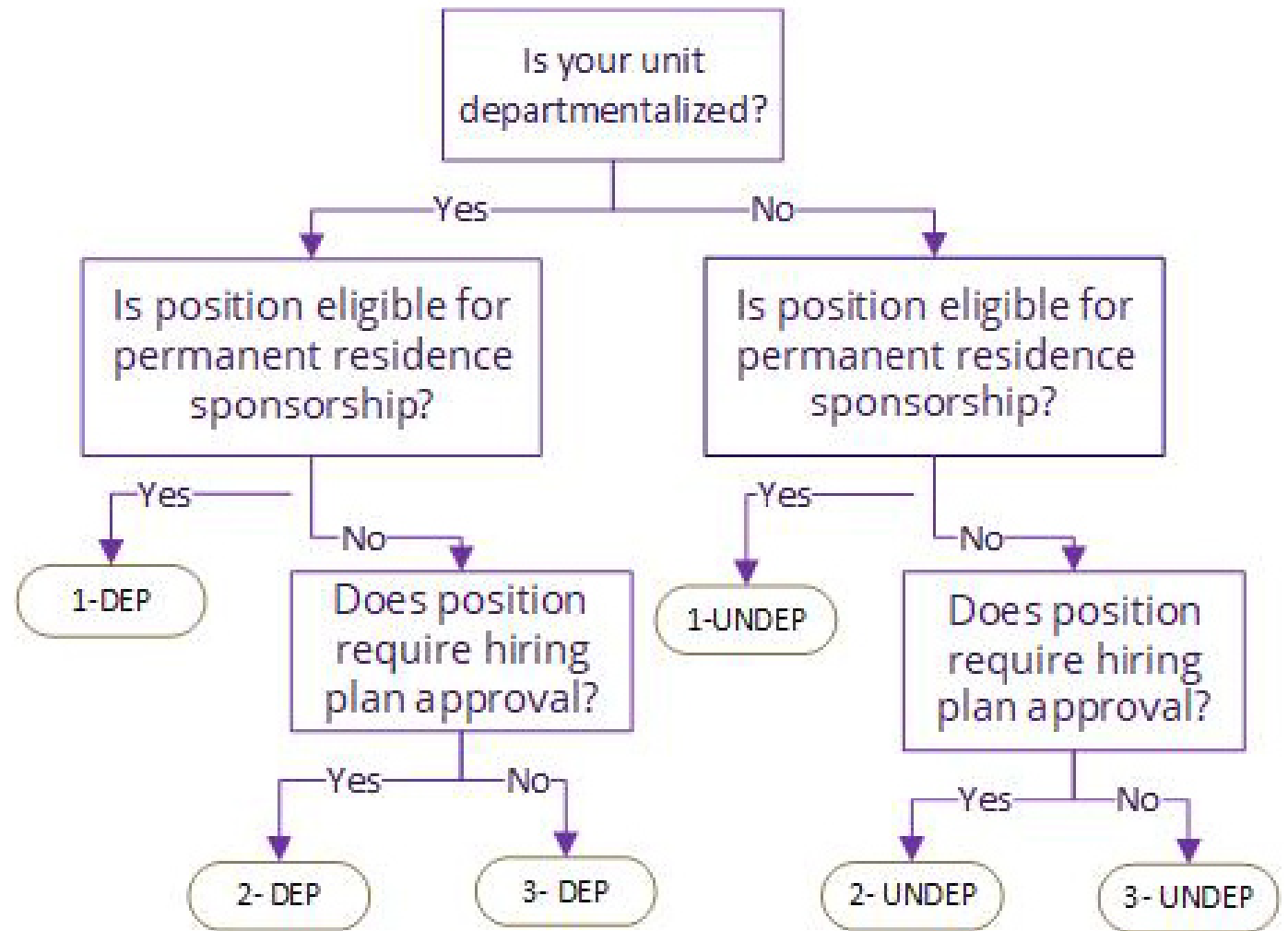 - Other

CHOOSING THE POSITION TYPE

Visit the OAP Interfolio FS Position Types page

Know before you go:

- Does your school/college/campus (s/c/c) have departments?

- Is the position eligible for permanent residence?

- Is the position on your s/c/c hiring plan?

POSITION TYPE DECISION TREE

REVIEW DETAILS

1-DEP/UNDEP	2-DEP/UNDEP	3-DEP/UNDEP
• Positions eligible for permanent residence sponsorship • Reviewed by ISO and AHR.	• Positions on hiring plan but not eligible for permanent residence sponsorship • Reviewed by AHR only.	• Positions not on hiring plan and not eligible for permanent residence sponsorship • Minimal AHR review; units are primarily responsible for ad content

POSITION TITLE, UNIT, LOCATION

Academic HR Specialist reviews for the following:

- Position Title:
  - Title: Instructor, Lecturer, etc.
  - Track (if applicable): Tenure/Tenured, Research, Teaching, etc.
  - Rank: Applies to positions on a promotion track; e.g. Assistant, Associate or (full) Professor
  - Specialization: Can be the department name or an area of study or specialization.

- Unit: Name of your department; could also be school or division

- Location: Should always include city
  - If multiple states, identify all

OPEN/CLOSE DATES

- Open Date: Date ad will appear on UW Job Board

- Close Date: Date ad will be unpublished from UW Job Board
  - Most units leave this field blank
  - When left blank, remember to unpublish ad to stop receiving applications
  - For 1-DEP/UNDEP must be at least 30 days after the Open Date

DESCRIPTION

- Reviewer will check for :
  - FTE expectation: Can be full-time, part-time, FTE percentage, etc.
  - Service period: Should be 9 or 12 months
  - Anticipated Start Date: Can be calendar date, month, or quarter
  - Functions and expectations of position: Describe responsibilities, tasks, and assignments
  - Number of positions approved for ad
  - For open rank/multiple rank titles: Must include "Commensurate with experience and qualifications" or similar wording

DESCRIPTION: TENURE STATUS

MUST ALWAYS INCLUDE one of the following:

- Tenured: Associate Professor and Professor rank only

- Tenure-Track: Assistant Professor or Associate Professor Tenure-Track and Professor Tenure-Track

- Without Tenure: Positions without tenure due to reasons of funding (WOT); includes Assistant Professor rank

- Non-Tenure: Positions not eligible for tenure, excluding WOT track

DESCRIPTION: DIVERSITY STATEMENT

- UW's diversity statement is automatically appended to each ad
  - Units and schools/colleges/campuses may also add their own
  - Statements must not include preferences
  - However, there are 4 groups you may "encourage" to apply:
    - Women
    - Minorities
    - [Protected veterans](#)
    - Individuals with disabilities
  - EOAA statement: UW's Equal Employment Opportunity statement is automatically appended to each ad

QUALIFICATIONS

- This section must include

  - Degree requirements: Check OAP [Titles and Ranks](#) section

  - Any other minimum requirement (e.g. certifications, specialties, etc)

  - This section should not include:

  - Job duties

  - Anything that is not a minimum requirement for the position

COLLECTIVE BARGAINING LANGUAGE

- Postdoctoral Scholar ads must include the [UAW ad template language](#)

- Librarian ads must include [collective bargaining language](#)

INTERNAL NOTES SECTION

- 1-DEP/UNDEP and 2-DEP/UNDEP ads only

  ◦ **Hiring Plan field**: Identify where the ad will be posted

    ◦ Publications

    ◦ Seminars, conferences, peers at other institutions

  ◦ **General Notes field**: Identify affirmative action goals and areas of underrepresentation

    ◦ Articulate good faith efforts to reach underrepresented groups

  ◦ Visit the Instructions on Finding Current Affirmative Action Placement Goals

MOST COMMON REASONS AHR RETURNS ADS

COMMON AD ERRORS

- *Open rank ads*: NOT including "Commensurate with experience and qualifications" or similar wording

- *Ads for hiring plan positions*: Hiring plan number omitted or incorrect

- *Ads for positions not eligible for tenure*: NOT stating that the position is "non-tenured"

BUILDING THE JOB POSTING – ISO REVIEW

1-DEP/UNDEP ONLY

JOB DESCRIPTION

ISO reviewer will check ads for the following:

- Description of teaching duties: Can be detailed, or just "All UW faculty engage in teaching, research, and service"
  - If detailed, consider using language that allows for other courses to be taught in subsequent quarters
- Should NOT include any requirements/qualifications

JOB QUALIFICATIONS

- ISO reviewer will check ads for the following:

  - A list all acceptable degrees and "or foreign equivalent."

    - Include field of study and/or "related field," or "relevant field"

  - Only concrete minimum requirements that can be documented

DOCUMENTING REQUIREMENTS

- For permanent residence sponsorship:
  - U.S. Department of Labor considers all qualifications to be minimum requirements, even if vague or listed as "preferred"
  - Unit must document that the selected candidate meets **all** listed minimum requirements.

PREFERENCES AS JOB DUTIES

◦ Preferences and vague requirements can be reworded as job duties in the description.

PROBLEMATIC	ACCEPTABLE
We especially encourage applicants with an interest in teaching a diverse student population using innovative teaching techniques	The successful candidate will be expected to teach a diverse student population using innovative teaching techniques
We seek an Assistant Professor with a commitment to excellence in teaching Esoterics	The Assistant Professor will be expected to provide excellent teaching in Esoterics
Must have a passion for interdisciplinary education and mentoring	Will be expected to mentor and teach students in an interdisciplinary environment

PREFERENCES AS "POSITIVE FACTORS"

- Preferences can also be incorporated as "Positive factors for consideration include but are not limited to . . ." in the description

PROBLEMATIC	ACCEPTABLE
Preference will be given to applicants with XYZ experience	Positive . . . not limited to experience with XYZ
Completion of a residency in ABC preferred	Positive . . . not limited to completion of a residency in ABC
The ideal candidate will be board certified in Nephrology but we will consider candidates who are certified in another area	Positive . . . not limited to board certification in Nephrology

POSTING IN EXTERNAL SOURCES

- **Ads in external sources should use same content as approved Interfolio ad**

  - At a minimum, all job requirements and duties must be included in external postings or the unit may be unable sponsor the position for permanent residence

  - Abbreviated external ads should include a hyperlink to the full ad

  - You **must** contact your AHR specialist before making any changes to an approved Interfolio ad

MOST COMMON REASONS
ISO RETURNS ADS

INCORRECT PLACEMENT OF DETAILS

- Avoid listing requirements in description
  - E.g. "We seek a Professor of Esoterics with **a national reputation** in XXX. . ."

- Avoid listing preferences in qualifications
  - E.g.
    - We are "interested" in candidates with 2 or more years of clinical experience."
    - Words such as "preference", "preferred", "particularly", "especially", "ideal", etc.

- Avoid non-requirements (e.g. Job duties, description of UW, benefits) in qualifications
  - These belong in the description

VAGUE OR EXCESSIVE REQUIREMENTS

- Avoid vague requirements: **Don't use** words such as "interest", "commitment", "passion", etc.

- Avoid ads with too many requirements; may raise prevailing wage
  - List only the minimum requirements essential to the position

HELPFUL REMINDERS

- Don't forget to add "or foreign equivalent"
- Don't forget to add desired degree field

TRAINING RECAP

- How to choose the correct position type

- How to build an ad posting

- Common errors that occur when building an ad

- How to properly state job preferences in your ad

THANK YOU!