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

Is your unit departmentalized?
- Yes
  - Is position eligible for permanent residence sponsorship?
    - Yes
      - 1-DEP
    - No
      - Does position require hiring plan approval?
        - Yes
          - 2- DEP
        - No
          - 3- DEP

- No
  - Is position eligible for permanent residence sponsorship?
    - Yes
      - 1-UNDEP
    - No
      - Does position require hiring plan approval?
        - Yes
          - 2- UNDEP
        - No
          - 3- UNDEP
**REVIEW DETAILS**

<table>
<thead>
<tr>
<th>1-DEP/UNDEP</th>
<th>2-DEP/UNDEP</th>
<th>3-DEP/UNDEP</th>
</tr>
</thead>
</table>
| • 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 |
BUILDING THE JOB POSTING - AHR REVIEW
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
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.

<table>
<thead>
<tr>
<th>PROBLEMATIC</th>
<th>ACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>We especially encourage applicants with an interest in teaching a diverse student population using innovative teaching techniques</td>
<td>The successful candidate will be expected to teach a diverse student population using innovative teaching techniques</td>
</tr>
<tr>
<td>We seek an Assistant Professor with a commitment to excellence in teaching Esoterics</td>
<td>The Assistant Professor will be expected to provide excellent teaching in Esoterics</td>
</tr>
<tr>
<td>Must have a passion for interdisciplinary education and mentoring</td>
<td>Will be expected to mentor and teach students in an interdisciplinary environment</td>
</tr>
</tbody>
</table>
PREFERENCES AS “POSITIVE FACTORS”

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

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Preference will be given to applicants with XYZ experience</td>
<td>Positive . . . not limited to experience with XYZ</td>
</tr>
<tr>
<td>Completion of a residency in ABC preferred</td>
<td>Positive . . . not limited to completion of a residency in ABC</td>
</tr>
<tr>
<td>The ideal candidate will be board certified in Nephrology but we will</td>
<td>Positive . . . not limited to board certification in Nephrology</td>
</tr>
<tr>
<td>consider candidates who are certified in another area</td>
<td></td>
</tr>
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</table>
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!