

Search Activity Guidance for P&S and Faculty Searches
(for positions at 50% effort or greater, with a duration of one year or more)

Activity	EOD Review & Approval Required
Waive a search	Yes- Requires approval by EOD
Form a search committee	No
Draft a job description	No
Advertise a position on Jobs@Uiowa	Yes- Requires approval of the Requisition & Recruitment Plan
Advertise (internally and externally)	Yes- Requires approval of the Requisition & Recruitment Plan
Contact applicants to clarify information in application, by phone/email	No
Conduct preliminary interviews via phone/video	CLAS requires Submission of Pre-Interview Report prior to conducting preliminary interviews
Schedule campus interviews	Yes- Requires approval of the Pre-Interview Report
Conduct interviews	Yes- Requires approval of the Pre-Interview Report
Contact references	No
Search Committee selects candidate of choice	Yes – submit Search & Selection Summary prior to moving forward with offer.
Make an offer - verbal and/or written	Yes- Requires approval of the Search & Selection Summary form
Appoint candidate of choice	Yes- Submit Appointment/Transfer form after the Search & Selection Summary has been approved
Announce hire to department and/or campus	May announce appointment after all above approvals have been received and offer accepted

* Please contact CLAS with any specific questions or points of clarification needed in your searches. For faculty searches contact Alaina Hanson (alaina-hanson@uiowa.edu, 5-3015), For staff searches contact Laura Schipper (laura-schipper@uiowa.edu, 5-2984).