

Merit Temporary Hire Decision Chart

(If you have need for a merit temp hire use this tool to determine if a requisition has to be posted.)

Will the work last 4 days (consecutive or non-consecutive) or longer?

No

Yes

Do you have someone in mind?

I

Yes - Submit merit appointment via workflow

Do you have someone in mind?

I

Yes

No - Submit requisition through workflow

No - submit a merit requisition

Requisition must be posted via regular workflow on jobs@uiowa website for a minimum of three full calendar days.

Do they fall under the UI Community Member* definition see * below)exception?

I

I

Yes - Submit merit appointment via workflow

No - Submit requisition through workflow. Requisition must be posted via regular workflow on jobs@uiowa website for a minimum of three full calendar days

*UI Community Member

- Current UI employee
- Former UI employee who left in good standing within the prior 24 months
- UI student employees, including research and teaching assistants and work-study
- UI retirees returning to the same dept. and/or in a similar role to that which they held within the prior 24 mos.
- UI employees/former employees participating in UI's P&S furlough program
- UI employees/former employees eligible for recall/transfer/promotion as part of a collective bargaining agreement

Notes:

If you plan to advertise and hire a UI student you should confer with Cindy Seyfer in UI Student Financial Aid.

If you plan to advertise and hire a non-UI student (high school or other college) you may be able to advertise and appointment through UI Student Financial Aid or use the PZ07 code.