



Posting Information

Postings are created by HRS after the position description/action has been approved. The initiator or unit/college review role will include posting information on the action when it is sent forward for review.

Posting Information

Search Coordinator	<input type="text" value="Select Some Options"/>
Posting Date	<input type="text" value="MM/DD/YYYY"/>
Closing Date	<input type="text" value="MM/DD/YYYY"/> <i>The minimum advertising period for exempt and classified staff is 14 days.</i>
Open Until Filled	<input type="text" value="No"/> ▾
Special Instructions to Applicants	<div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> U ” <> </p><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></div>
A visa sponsorship is available for the position listed in this vacancy.	<input type="text" value="Please select"/> ▾
Degree Requirement	<input type="text" value="Please select"/> ▾
Internal Posting?	<input type="checkbox"/> This Search is Open to Current University of Idaho Employees Only <i>Check Box for Internal Posting</i>
Applicant Documents	<ul style="list-style-type: none"><input type="radio"/> Expanded Application<input type="radio"/> Shortened Application

Search Committee and Search Chair

If you would like search committee members and the search chair added when the posting is generated, please coordinator can also add search committee members at any time after the position is posted. You may also up



Guest User

Please list email addresses of any external search committee members, graduate assistants and students as the coordinator can also add guest users at any time after the position is posted, but will need to contact employment documents.

Search Coordinator: Type in the last name of the Search Coordinator and a list will appear of designated Search Coordinators to select from. **Note:** Definition of Search Coordinator found on Page 5. If you cannot find someone in the search coordinator drop down, please email employment@uidaho.edu.

Posting Date: This is the preferred date to post the position. This will be adjusted as needed if the action is approved after the posting date that was provided.

Closing Date: The date the posting will close to applications. The posting will be removed from the job listing page on this date.

Open until Filled: A posting can remain open until filled. It will remain on the job listing page until it is manually closed. If the position will be open until filled, units must provide a first consideration date in the special instructions to applicants.

Special Instructions to Applicants: Any additional info/clarification for the application process such as the first consideration date, document requirements, or contact information for the search.

Visa Sponsorship: Units can dictate if a visa sponsorship is available to international applicants.

Degree Requirement: If a position requires a degree, units can choose to require it at time of application or time of hire.

Internal Posting: A posting may be approved to be open until to UI employees only. If this box is checked, there must be an approved search exception in the Search Waivers & Search Exceptions table of the action.

Application Type: There are two application types available for staff.

- **Expanded Application:** This application template has several blocks of built-in required fields such as education, experience, and references which provide a bit more structure to the application process. The applicant will be prompted to fill out these required fields before submitting the application. Documents can still be required as desired.
- **Shortened Application:** This shortened version of the staff application is a mirror image of the faculty version. Other than the personal information section and supplemental questions, there are no required fields for education, experience, or references. The applicant will instead capture this information in the required application documents such as the resume, cover letter, transcripts, references, work samples, etc.

Search Committee and Search Chair: If you would like search committee members and the search chair added when the posting is generated, please list names and email addresses and they will be added when HRS initiates the posting. The search coordinator can also add search committee members at any time after the position is posted. You may also upload a search committee list in the position documents

Guest Users: List email addresses of any external search committee members, graduate assistants and students as they will be added as guest users and not search committee members. The search coordinator can also add search committee members at any time after the position is posted, but please email employment@uidaho.edu to activate the guest user.

If you have any questions on the posting information, please reach out to employment@uidaho.edu or call 208-885-3611