Welcome to The University of Iowa Human Resources New Applicant Orientation

THANK YOU for considering THE UNIVERSITY OF IOWA as your “EMPLOYER OF CHOICE”
The State University of Iowa is a Board of Regents Institution

Iowa Board of Regents Institutions include:

• State University of Iowa
• University of Northern Iowa
• Iowa State University
• Iowa Braille and Sight Saving School
• Iowa School for the Deaf
Equal Employment Opportunity Employer

• The University of Iowa is an EEO/Affirmative Action Employer and strongly encourages women and minority group members to apply.

• Persons with Disabilities are encouraged to apply and may call during office hours to arrange for accommodation if required (319-335-2656)
Benefits

• The University of Iowa offers fringe Benefits to all permanent employees with regular appointments of 20 hours or greater
• There are Health and Dental Insurance Plans with the choice of several health options
• You must participate in a Retirement Program-IPERS or TIAA/CREF
• Earned Paid Time Off -- 11 Holidays and 18 days of Sick Leave per year
• Vacation ranges from 2-5 weeks per year depending on your appointment type and length of employment

http://www.uiowa.edu/hr/benefits/
Benefits

- Worker’s Compensation
- Social Security
- Disability Insurance
- Group Life Insurance
- Tuition Grants up to $200/semester may be applied for after 1 year of employment
- Campus Parking, Van Pools and Discounted Athletic Tickets

http://www.uiowa.edu/hr/benefits/
Benefits

• The University pays the cost of some of the benefits, shares with the employee the cost of others, while in some, the employee pays the entire amount.

http://www.uiowa.edu/hr/benefits/
Employment Services Web Page Information

• Employment Services Home Page
• Current Job Vacancies
• Frequently Asked Questions
• Referral Results for Positions
• Merit Classification Descriptions and Minimum Qualifications
• IowaWORKS
• National Career Readiness Certificate
• Campus and Community Information
Employment Services Office
Telephones

• Office 319-335-2656
• Office Iowa and Illinois area code 309 toll free 800-272-6400
• FAX 319-335-0202
University of Iowa
HR Employment Web Site

www.uiowa.edu/hr/employment/

or

http://jobs.uiowa.edu/
Completing the Online Merit Application

- Refer to the Merit Application Procedures Manual for instructions on how to complete the online Merit application process
- Additional Merit application procedures can be found in the How to Apply section
- Top Ten Reminders for Submitting Your Application Information
Before You Begin

Helpful hints before you begin the application:

• Have your complete education, employment information and/or any volunteer experience ready before you begin

• To protect the security of your data, the system will log you off if a page is not saved after 40 minutes. Please do not leave your computer for more than 40 minutes while completing your Merit application for employment
You are responsible for maintaining the correctness of the following information:

- Username and password
- Name
- Address
- Phone Number - both day and evening
- Work History
- Skills, Licenses and Certifications

Any changes after the application has originally been submitted will take our staff 1-2 working days to review your information
Frequently Asked Questions

1. Where is the Employment Services office located?
2. What is a Merit position?
3. What are Merit Temporary positions and how do I apply?
4. How do I apply for a Merit position?
5. How do I know if I am eligible to apply to a specific Merit Job that is listed at Jobs@UIOWA?
6. Are there Merit positions that do not require any special training or experience in order to apply?
7. How do I find out the minimum eligibility requirements for a Merit position?
8. What are special qualifications?
9. Who determines if I meet the special qualifications?
10. How long will Merit jobs advertise?
11. How long do I have to apply for Merit jobs?
12. How often should I check Jobs@UIOWA for new listings?
13. Will I be contacted if I am referred to a specific Merit position for which I applied?
14. How will I know if I have been referred to a specific Merit position?
15. Is there anything I can do to increase my chances of being referred and/or hired?
16. Is there a priority of referral and/or hiring?
17. How long does it take to get hired at the University?
18. Does my age, race, or sex make a difference when I apply?
19. What will my salary be if I am hired?
20. Will I serve a probation period for Merit positions? If so, how long and why?
21. How can I get a list of all the Merit jobs for which I applied?
22. What do I need to provide to prove Veteran’s Status for my Merit Employment Application?
23. What is the National Career Readiness Certificate?
Typing Tests

5-Minute timed tests may be taken at:

- University of Iowa Employment Services
- IowaWORKS
- Other Iowa Board of Regents Schools: Iowa State University (Ames), University of Northern Iowa (Cedar Falls), Iowa Braille (Vinton) and Sight Saving School, Iowa School for the Deaf (Council Bluffs)
- Typing tests are valid for three years from the date taken
- All Secretarial and Clerk Typist classifications require a minimum of 40 wpm typing
- Typing tests must be faxed to Employment Services for verification and approval (Fax: 319-335-0202)
National Career Readiness Certificate

Post High School Testing consisting of 3 areas:

- Reading for Information
- Applied Mathematics
- Locating Information

Certificates are awarded at the:

- Platinum Level (highest)
- Gold Level
- Silver Level
- Bronze Level

Contact either IowaWORKS, Kirkwood Community College, or any state Workforce Office to arrange for testing
Initial Referral Results for Positions

• Initial Referral Results for Positions can be found on the Employment Services homepage by selecting “Merit Applicant Information”
• The chart will contain the referral results for the last 5 advertising dates
• The chart contains:
  • Position Title
  • Requisition number
  • Department
  • Results
  • Advertising Period
Initial Referral Results for Positions

• Select “download/view” to review the Referral Results for Merit Positions

Referral Results for Merit Positions

The results of referrals for merit positions that were initially posted during the last advertising period are available for download/view. (This chart is available in MS Word doc format.)
Job Line Advertising

- Web Access: [http://jobs.uiowa.edu](http://jobs.uiowa.edu)
- Paper Copies are available for review in the Employment Services Office
  - Employment Services
  Human Resources
  The University of Iowa
  102 University Services Building, Ste. 21
  Iowa City, IA 52242-1911
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