



Checklist for Review of Staff Actions

Action Number:

Title:

- **Hiring Approval:** If applicable, is a hiring freeze exception approval included?
- **Working Title:** There is no need to abbreviate working titles in PeopleAdmin like we must do in Banner. If the position you are putting through has abbreviations, please write out the title completely so it will appear on the posting correctly.
- **Responsibility Section:**
 - Is each accountability section worded in a “by” statement?
 - Are duties listed in a bulleted list with progressive action verbs (“-ing”)?
- **Percentages of Effort:** Do all the responsibility sections add up to exactly 100%, with at least 5% of the position’s ongoing work as marginal?
- **Required Experience:** Are they written in terms of a minimum level of experience required to perform the work. They must be able to be assessed by review of only the submitted application and cannot include subjective phrases such as “good” or “strong.”
- **Required Education:** Does it meet current guidelines outlined in the online job description guide?
- **Licensures and Certifications:** Ensure that any listed licensures or certification are required to perform essential functions of the position. If they are not required, move them to preferred qualifications. Required travel goes here.
- **Additional Preferred Qualifications:** Preferred qualifications are additional levels of education and experience as well as specific knowledge, skills and abilities that would enhance an employee’s ability to perform the duties of the position. Although there is no maximum allowed, the rule of thumb is no more than 10.
- **Position Funding Status:** Check that the position status of permanent or temporary, suffix and funding type are consistent (permanent and 00 or temporary and 01, if .01 contingency box under funding must be checked).
- **PCN Identification for Create New:** If you have an available PCN to repurpose, please provide it in the Suggested PCN field on Create New actions rather than asking for a PCN to be created.
- **Proofreading for Quality:** Give the document a final proofreading. Edit for clarity and check for consistent formatting – consulting with the supervisor as needed. Does the action read well and present the department in a positive, professional light from the perspective of potential applicants?
- **Organizational Chart:** Upload a current/future state organizational chart that includes the position as well as others in their work group including the supervisor, subordinates, peers reporting to the same supervisor, others in the office or department that also report up to the same administrator that this position works with. Include position titles and PCNs.

For more information:

<https://www.uidaho.edu/human-resources/classification-and-compensation/job-descriptions>

