

UD TALENTLINK

PRE-WORK

Things to consider when preparing an offer:

1. New Positions/Position Changes

1. New Positions and position changes can be completed using the [HR Position Webform](#)
2. Submit the Position form to create a position/position number. This should be done before starting the job card.
3. Submit the Position form to make changes to the position. This should be done before starting the job card.
 - i. Changes may include updates to the FTE, purpose code, supervisor, title, context of job, responsibilities, qualifications, department, etc.
 - ii. New Position or Changes to positions flow to Talent Link 3 times each day
 1. Changes made prior to 9 a.m. are available by 10 a.m., same day.
 2. Changes made between 9 a.m. and 2 p.m. are available by 3 p.m., same day.
 3. Changes made between 2 p.m. and 9 p.m. are available by 10 p.m., same day.
 4. Changes made after 9 p.m. are available by 10 a.m., the next day.

2. Position Review

1. Position descriptions should be no older than 3 years.
2. The position must be reviewed by Class & Compensation if the position description is older than 3 years.
3. To confirm the date of the last update to the position description, email hr-class@udel.edu.

3. Multi-position Searches

1. A multi-position search should list all of the position numbers on the job card.
 - i. The positions should be the same pay grade and similar in responsibility and qualifications.
2. Career Ladder Searches
 - i. Career Ladder searches allow for multiple positions of varying pay grades and qualifications to exist in one search.
 - ii. The advertising must include the minimum qualifications of the lowest pay grade.
 - iii. Additional information can be included about the higher pay grade positions and respective pay grades.

4. Waived Searches

1. Waiver requests should be emailed to Lori Koval, lorik@udel.edu prior to starting the job card.
2. The approval email should be pasted in the 'Reason for Waiver' field of the job card.
3. If the selected candidate declines, the search is failed; and will need to be closed and reopened after evaluation.

5. Application Requirements

1. Application requirements specific to the role should be determined before the job card is initiated.
Example: Video Reel upload, Teaching Philosophy, etc.
2. Application requirements cannot be changed once the position is posted.
3. Edits to the job responsibilities and qualifications cannot be changed after a position is posted.

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6. Advertisement changes

1. Identify advertisement selections for this position before the job is posted, and determine the time frame for how long the position should be advertised.
2. Get approvals needed from departments heads on text, and placement options before the job card is routed.

7. Search Committee Members

1. All full-time UD members are in the search committee look-up. Account creation is not needed if they are full-time.
2. Search Committee notification emails are sent out once the job card is approved. Members added after the approval will not receive the notification email.
3. When selecting search committee members consideration should be made regarding the search committee members, ensuring that no one on the committee would be a potential candidate for the role.