Prepare and submit a completed NAPO form with appropriate signatures.

Prepare and submit an official position announcement (PA) for the UO Jobs page.
- Ensure that the announcement addresses current and future needs for the year.
- Indicate that the pool is for temporary, limited duration appointments with the possibility of renewal for up to three years* depending on need, funding and performance.
- Indicate that applications will be accepted on a continuous basis and screening of applications will take place as positions become available and continue until positions are filled.
- Ensure that education and experience qualifications are appropriate to position(s). If pool includes more than one rank, ensure that required degrees and qualifications are specified separately for each rank.
- Include a statement that addresses the University’s commitment to diversity; a statement that thoughtfully reflects the department’s unique commitment to diversity and its expectations in support of that commitment is most likely to encourage prospective underrepresented candidates.
- Include the standard AA/EO statement.

Abbreviated Advertisement: If using an abbreviated advertisement, include it in the NAPO packet. An abbreviated ad should include the following (or similar) language: “For a complete position announcement and application procedures, please see http://jobs.uoregon.edu.”

Develop and include an outreach and recruitment plan.
- List all strategies used to make the position opening known, including advertisements, list serves, professional networks, individual contacts, etc. Include strategies intended to increase the diversity of the applicant pool.
- Outreach for open applicant pools must be at least regional in scope.

Criminal and/or Credit Background Check(s): All research pools should include the following language: “Hires from this pool may require a criminal background check.”

* Postdoctoral Research Associates may be hired for up to 5 years if the pool is nationally advertised.

**The following is approved language for positions where extensive professional experience may be accepted in lieu of a specific degree. Include after degree requirement is stated: “In exceptional circumstances, significant professional experience in a relevant field may substitute for the required degree.”

Questions:  
- Human Resources  541-346-3159
- Office of Affirmative Action and Equal Opportunity  541-346-3123
- Unclassified Personnel Services  541-346-3348