UNIVERSITY OF OREGON
Unclassified Search Process
NAPO Submission Checklist for Open Applicant Pools

- 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 potentially renewable for up to a total of three years.* In limited circumstances, there is the possibility of renewal beyond three years based on programmatic 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
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