

WORKATUH Guidelines

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Date: 02/28/08

The following is a list of editing guidelines and reminders about weekly University vacancy announcement in the Honolulu Star Bulletin.

1. Standard Formatting Rules for printing in the Honolulu Star Bulletin

It is important that the University puts its "best face" publicly and it can start with following the consistent editing rules as indicated below whenever possible (eg., doesn't exceed the 5 line block)

The workatuh ads should be a lead-in for prospective applicants to want to know more about a position. Just indicating Professor (without a discipline) sometimes doesn't give enough tickler information for an applicant to be interested in viewing the ad at the workatuh web site.

Editing rules:

- a. use Uppercase/Lowercase (never ALL capitals) eg., Junior Researcher
exceptions - CC instead of Community College, closes instead of Closes
- b. no leading zeroes in the position number (eg., #77020)
- c. APTs should be formatted as CareerGroup Band (Function) with parenthesis around functional title
eg. Media Design and Production PBB (Graphic Designer)
- d. Discipline (if it would clarify the ad) placed in parenthesis
eg. Assistant Professor (Linguistics)
- e. Faculty does not have to indicate grade (eg., I5M09) - optional
- f. Phone number should be in the format xxx-xxx-xxxx (no parenthesis)
- g. Closing date should be in the format mm/dd/yy
- h. No punctuation on the end of the ad (no periods, semi-colons, commas, etc.) after the phone number
- i. Use "closes" instead of "closing Date" or "closing"
- j. Use "Readvertised" instead of "Readv"
- h. Lecturer, Post-Docs and Grad Assts should be placed in the "Other Position" category.
- i. for Community College, suffix the job title with "CC" (eg., Instructor, CC)

Examples of Standard format as follows:

FACULTY:

Assistant or Associate Professor (Bioinformation), UHM School of Medicine,
Kaka'ako Campus, #86862, closes 02/01/08, 808-956-7798

Junior Researcher (Bioinformation), UHM School of Medicine,
Kaka'ako Campus, #86862, continuous recruitment, 808-956-7798

Assistant or Associate Professor (Bioinformation), UHM School of Medicine,
Kaka'ako Campus, #86862 or #86863 (2 posns), continuous recruitment, 808-956-7798

Assistant or Associate Professor - Readvertisement, UHM School of Social Work,
#86862 or #86863 (2 posns), continuous recruitment, 808-956-7798

Instructor, CC, (Mathmatics), Kapi'olani Community College, #86862, continuous
recruitment, 808-956-7798

PROFESSIONAL AND TECHINCAL (APT):

Institutional Support PBA (Personnel Officer), UHM, Institute of Astronomy,
Manoa; #77844T, temporary, closes 02/01/08, 808-956-7798

Institutional Support PBA or PBB (Personnel Officer), UHM, Institute of Astronomy,
Manoa; #77844T or #77845T (2 posns), temp, closes 02/01/08, 808-956-7798

Institutional Support PBA (Personnel Officer) - Readvertisement, UHM, Institute
of Astronomy, Manoa; #77844T or #77845T (2 posns), temp, closes 02/01/08,
808-956-7798

Prior to 4:05 pm on Wednesday, corrections to the Star Bulletin ad can be made directly
on the workatuh web site in the "job listing to be printed in the newspaper" box .
Additionally, as previously mentioned, check your goodies page to ensure that the ad
meets the above specifications before the Wednesday 4:05pm deadline to the Star
Bulletin and make any necessary changes beforehand.

At 4:05pm on Wednesday, the data is sent to the Star Bulletin. Any changes thereafter
must be called/emailed to the HRIS hotline. Changing the web alone WILL NOT change
the Star Bulletin ad as the data has already been sent to the Star Bulletin. Those changes
will have to be made on the draft copy from the Star Bulletin and that can only be done
by calling the HRIS hotline.

Ensure that you get confirmation that you change was received. If you do not get
confirmation, contact the HRIS hotline again. Do not assume that the change was made

if you do not receive a confirmation. You are still responsible for your changes and errors – not OHR.

2. Costs

Ads are charged in increments \$58 for a block of 5 lines. A 6 line ad will cost you \$116 (2 blocks of 5 lines).

3. Common Errors

a. Duplicate ads printed for the same week

Most common reasons are that the reprint checkbox was checked off indicating a printdate of the upcoming sunday's date.

b. Ad mistakenly printed on the following week

When you run an ad, you should check the subsequent week to ensure that your ad does not reprint.

Most common reasons for the unwanted reprint are that the reprint checkbox was checked off indicating a print date of the subsequent sunday's date. another reason is that you missed the deadline and called Steve directly with an ad but still checked off "include this job in print advertisements" indicating that you want to print the ad for the subsequent sunday (not the upcoming one)

4. Save money on similiar ads in the same week

If you have 2 exact ads with only a change in the position number, you can save money by combining the 2 ads into 1 ad but indicating both position numbers in that single ad. ensure that you uncheck the "include this job in print advertisements" box for one of the ads.