



## WHEN COMPLETING THE EDUCATION FIELD IN A PVL:

- Use the default education requirement from a title's SJD or alter the education field to fit the needs of the position.
- If the education field is altered, the change will be reflected in the PVL, which will transfer to the job posting.
- Use the Education Details box in JEMS/PVL to state any specific areas of specialization that are required or preferred.
- Education does not appear on the printed (PDF) version of the position description.
- Use the Comments section in JEMS to document notes about changes to Education field. Comments are not required.

## EDUCATION CONSIDERATIONS

Using education as a criterion when screening applications may create **inequity**. **Degree expectations** and **years of experience** are types of criteria that may lead to inequity.

### Degree Expectations

- Individuals may not have access to education but may have the skills for the job
- It is possible to place value on higher-level degrees when it may not be necessary to perform the job
- When assessing requirements and skills for a position, many discover that degree requirements prevent talented and qualified applicants to advance in the recruitment process.

### Years of Experience

- Years of experience alone should not be used as an indicator of higher performance or knowledge, skills, or abilities
- Individuals who have fewer years of experience may have the same or higher skill level and proficiency as someone who has been doing the work longer.

## EDUCATION & WORK EXPERIENCE REQUIREMENT—QUESTIONS TO CONSIDER:

Before adding degree and years of experience requirements, consider the following questions:

- What is necessary for a person to be successful in this role first day on the job?
- What do the minimum requirements for the job look like in practice?
- What knowledge, skills, and abilities do we expect someone who has this degree or years of experience to have?
- Is it crucial that these knowledge, skills, and abilities exist on an individual's first day on the job?
- Can the above be learned on the job?

## FIELD OF SPECIALIZATION CONSIDERATIONS FOR FOREIGN NATIONALS

While the above considerations are best practices to foster equity and inclusion in the recruitment process, there are additional factors to consider if you hope to file an immigration petition. Foreign national considerations often compete with other best practices. Hiring units will need to decide what is appropriate for their situation. Regardless of the situation, position requirements must be written to best describe the skills and knowledge needed to be successful in the position.





When processing immigration sponsorship, several immigration statuses require at least a bachelor's degree in a particular field.

- Failure to state a field of specialization may prevent the university from filing certain types of immigration petitions.
- For immigration purposes, it's recommended the minimum education, training and experience requirements for the position are clearly stated on the PVL.

