Sraff Posting Workflow

Approval of Posting

Hiring Manager creates posting.

Is the posting information correct?

No

Make Edits

In workflow, move to Human Resources

Yes

Approval of Posting

Are min quals appropriate? / Final Review of Posting - Ready to Post?

No

Contact Hiring Manager
to discuss

Yes

Process Continued Below

Auto moves from Approved - Pending at 12:00 am on posting date.

Process Continued from Above

Will this be posted internally?

No

Approved - Pending

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Yes

Posting Internal

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Posted

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Reposted

Cloud/Remove from Web

Filled

Closing Date is Populated.

No

Yes
Staff Applicant Workflow

Initial Review

- Under Review by Department
  - (Applicant Reviewer evaluates applications)
  - Will the applicant be interviewed?
    - Yes → Are you conducting phone screens?
      - Yes → In workflow, move applicant to Phone Pre-Screen Needed
        - Did you conduct a phone pre-screen?
          - Yes → Will applicant move forward?
            - Yes → In workflow, move applicant to Second Request to Interview
              - No → In workflow, move applicant to Not Interviewed
                - Not Selected – Email when filled
                  - Select appropriate disposition code
          - No → In workflow, move applicant to Not Interviewed
            - Not Selected – Email when filled
              - Select appropriate disposition code
    - No → In workflow, move applicant to Not Interviewed
      - Not Selected – Email when filled
        - Select appropriate disposition code

- In workflow, move applicant to EEO Request to Interview
  - Will the applicant be interviewed?
    - Yes → In workflow, move applicant into Phone Pre-Screened – Not Selected – Email when filled
      - Select appropriate disposition code
    - No → Process Continued Below

- Process Continued from Above
  - Interviews & Hiring Decision Made
    - Will you be recommending candidate for hire?
      - Yes → Recommend for Hire
        - Auto moves when Offer Accepted by Applicant
          - Hired
      - No → In workflow, move applicant to Interviewed, Not Selected – Email when filled
        - Select appropriate disposition code

- Move Applicants into Approved for Interview
  - Hired

Staff Hiring Proposal

Approval of Hiring Proposal

1. Hiring Manager
   - Is position in Academic Affairs but not in a college?
     - No
     - Yes
     - In workflow, move to Provost Budget Director
   - Do you have a Prelim. Budget Review person?
     - Yes
     - In workflow, move to Preliminary Budget Review
     - No

2. In workflow, move to HR
   - Reviewed by HR
   - Hire Approved
   - Offer Accepted by Applicant

- In workflow, move to HR
- Reviewed by HR
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- Offer Accepted by Applicant