This workflow may also be used to capture the approvals for posting the new position.
Professional Posting Workflow

1. Hiring Manager creates posting.
2. Is the posting information correct?
   - Yes: Move to Human Resources
   - No: Make Edits
3. In workflow, move to Human Resources.
4. Are minimum qualifications and recruitment plan appropriate?
   - Yes: Continue below
   - No: Contact Hiring Manager to discuss

Process Continued Below

1. Will this be posted internally?
   - Yes: Posting Internal
   - No: Approved-Pending

2. Auto moves from Approved-Pending at 12:00 am on posting date.
3. Posted
4. Close
5. Remove from Web
6. Filled

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is populated.
Auto moves from Posted, Reposted, or Internal statuses if Closing Date is populated.
Professional Applicant Workflow

Initial Review

Under Review by Department
(Applicant Reviewer evaluates applications)

Does the applicant meet minimum qualifications?

Yes

Move applicant to Under Review by Department
(Still in Under Review by Department workflow state)

Search Committee Reviews Applicant

Will the applicant be interviewed?

Yes

Move applicant to Request to Interview

Are you conducting phone screens?

Yes

Move applicant to Phone Pre-Screen Needed

No

Move applicant to Not Interviewed, Not Selected – Email when filled

Select appropriate Not Qualified disposition code

No

Move applicant to Not Interviewed, Not Selected – Email when filled

Select appropriate disposition code

In workflow, move applicant to Not Interviewed, Not Selected – Email when filled

Select appropriate disposition code

Process Continued

Yes

In workflow, move applicant to AVP/Dean

In workflow, move applicant to Phone Pre-Screened – Not Selected – Email when filled

Select appropriate disposition code

Process Continued

No

Will applicant move forward?

Yes

In workflow, move applicant to Request to Interview

No

In workflow, move applicant into Phone Pre-Screened – Not Selected – Email when filled

Select appropriate disposition code

Process Continued on Next Page

Will applicant move forward?

Yes

In workflow, move applicant to Request to Interview

No

In workflow, move applicant to Under Review by Department

Process Continued from Above

Request to Interview

Do you have an AVP/Dean?

Yes

In workflow, move applicant to AVP/Dean

Is applicant OK to move on?

Yes

In workflow, move applicant to Under Review By Department

No

In workflow, return applicant to Under Review By Department

Are you in Business Affairs?

Yes

In workflow, move applicant to VP of Business Affairs

No

In workflow, return applicant to Under Review By Department

Is applicant OK to move on?

Yes

In workflow, move applicant to HR

No

In workflow, return applicant to Under Review By Department

Process Continued on Next Page
Professional Applicant Workflow Continued

- **Review of Interview Candidates**
  - **Was posting up appropriate length of time?**
    - **No**
      - In workflow, return applicant to Under Review by Department
    - **Yes**
      - HR calls department to resolve issues

- **HR EEO**
  - **Are applicants qualified?**
    - **No**
      - In workflow, move applicants to Under Review by Department
    - **Yes**
      - Is pool diverse?
        - **No**
          - HR Reposts with additional sources
        - **Yes**
          - In workflow, move applicants to Approved for Interview

- **Search Committee Schedules Interview**

- **Process Continued Below**

- **Will applicant be recommended for hire?**
  - **Yes**
    - In workflow, move applicant into Recommend for Hire
  - **No**
    - In workflow, move applicant into Interviewed, Not Selected – Email when filled
    - Select appropriate disposition code

- **Did applicant accept position?**
  - **Yes**
    - Yes - Auto moves to Hired when Hiring Proposal is moved into approved status
  - **No**
    - In workflow, move applicant into Recommend for Hire, Not Hired
    - Select appropriate disposition code

- **Process Continued from Above**
In workflow, move to President

Is this position new or over amount approved on posting?

Yes

In workflow, move to HR

No

In workflow, move to Offer Pending

Is the applicant accepting the position?

Yes

In workflow, move to Offer Declined by Applicant

No

Do you have completed background check, signed letter, NPI form?

Yes

Leave applicant in Offer Pending until docs are returned

No

In workflow, move to HP Approved

Is this position new or over amount approved on posting?

Yes

In workflow, move to President

No

In workflow, move to Offer Pending

Is the applicant accepting the position?

Yes

In workflow, move to Offer Declined by Applicant

No

Do you have completed background check, signed letter, NPI form?

Yes

Leave applicant in Offer Pending until docs are returned

No

In workflow, move to HP Approved