Service Create New Position Description & Edit an existing Position Description

Approval of New Position Description

1. Service Hiring Manager
2. In workflow, move Pos. Descript. to Service Hiring Second Level
3. Do you have a Service Hiring Second Level?
   - Yes: Move to the VP of Business Affairs
   - No: Move to Chair/Director
4. In workflow, move Pos. Descript. to Chair/Director
5. In workflow, move to HR
6. Is the VP the VP of Business Affairs?
   - Yes: Move to HR/EO
   - No: Move to VP
7. In workflow, move to VP

Approval of an Existing Position Description

1. Service Hiring Manager
2. In workflow, move Pos. Descript. to Service Hiring Second Level
3. Do you have a Service Hiring Second Level?
   - Yes: Move to the VP of Business Affairs
   - No: Move to Chair/Director
4. In workflow, move Pos. Descript. to Chair/Director
5. In workflow, move to AVP/Dean
6. In workflow, move to VP
7. Has HR/EO approved?
   - Yes: Move to HR/EO
   - No: Move to VP
8. Has the Department indicated immediate posting?
   - Yes: Move to HR/EO
   - No: Move to HR/EO

Has HR/EO approved?
- Yes: Move to HR/EO
- No: Move to HR/EO

Has the Department indicated immediate posting?
- Yes: Move to HR/EO
- No: Move to HR/EO

Approved

Approved for Posting

Back to HR or Denied
Service Applicant Workflow Decision Tree
Service Hiring Proposal

Hiring Proposal Approval

Hiring Manager begins by starting the Hiring Proposal

Does your department have a Service Hiring Second Level?

Yes

In workflow, move to Chair/Director

In workflow, move to AVP/Dean

In workflow, move to Human Resources

In workflow, HR moves to Hire Approved

Did the applicant accept the position?

Yes

In workflow, move to Offer Accepted by Applicant

No

In workflow, move to Offer Declined by Applicant

No