Sraff Posting Workflow

Approval of Posting

- Hiring Manager creates posting.
- Is the posting information correct?
  - Yes: Make Edits
  - No: Move to Human Resources

In workflow, move to Human Resources

- Are min. qualifications appropriate?
  - Yes: Final Review of Posting – Ready to Post?
  - No: Contact Hiring Manager to discuss

- Process Continued Below

Approval of Posting

- Process Continued from Above
- Will this be posted internally?
  - Yes: Posting Internal
  - No: Auto moves from Approved-Pending at 12:00 am on posting date.

- Approved-Pending
- Posted
- Closed/Remove from Web
- 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.
Staff Applicant Workflow

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

No

In workflow, move applicant to Not Interviewed
Not Selected – Email when filled
Select appropriate disposition code

Will applicant move forward? Yes

In workflow, move applicant to HR/EO Request to Interview

No

In workflow, move applicant to Not Interviewed

Will applicant be interviewed? Yes

In workflow, move applicant to Phone Pre-Screen Needed

No

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

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 filed
Select appropriate disposition code
Staff Hiring Proposal

Approval of Hiring Proposal

Hiring Manager

- Do you have a Prelim. Budget Review person?
  - Yes
    - In workflow, move to Preliminary Budget Review
  - No
    - In workflow, move to HR

- Reviewed by HR
  - Hire Approved
    - Offer Accepted by Applicant