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

- Hiring Manager creates posting.
- Is the posting information correct?
  - No: Make Edits
  - Yes: Move to Human Resources
- Are min qual recruitment plan appropriate?
  - No: Contacts Hiring Manager to discuss
  - Yes: Process Continued Below

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

- Will this be posted internally?
  - No: Process Continued from Previous Page
  - Yes: Posting Internal

Process Continued from Previous Page

- Approved-Pending
- Posted
- Reposted
- Closed/Remove from Web
- Filled

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is populated.
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  
Are applicants qualified?  
No  
HR calls department to resolve issues  
Yes  
HR, EEO

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 Recommended for Hire  
No  
In workflow, move applicant into Interviewed, Not Selected - Email when filled

Select appropriate disposition code

Did applicant accept position?  
Yes - Auto moves to Hired when Hiring Proposal is moved into approved status  
No  
In workflow, move applicant into Recommended for Hire, Not Hired

Select appropriate disposition code

Hired

Process Continued from Previous Page
Professional Hiring Proposal

Approval of Hiring Proposal

Hiring Manager

In workflow, move to Chair/Director

Do you have a Chair/Director?

Yes

In workflow, move to Preliminary Budget Review

Do you have a Prelim. Budget Review person?

Yes

In workflow, move to AVP/Dean

Do you have an AVP/Dean?

Yes

In workflow, move to Pre-HR Approval

In workflow, move to Pre-HR Approval

In workflow, move to Pre-HR Approval

In workflow, move to Pre-HR Approval

Reviews for accuracy – ok to move forward?

Yes

Process Continued Below

Contact Hiring Manager to discuss

No

No

Do you have a Chair/Director?

Yes

No

No

Do you have a Prelim. Budget Review person?

Yes

No

No

Do you have an AVP/Dean?

Yes

No

No

Is the offer more than the budget?

Yes

No

No

Process Continued from Above

Is this position in Business Affairs?

Yes

No

In workflow, move to Vice President

Is the position in Business Affairs?

Yes

No

In workflow, move to Pre-HR Approval

In workflow, move to Budget

In workflow, move to AVP-HR

In workflow, move to VP of Business Affairs

In workflow, move to UB

Process Continued on Next Page

Yes

No

Yes

No

Yes

No
Process Continued from Previous Page

- Is this position new or over amount approved on posting? Yes → In workflow, move to President. No → In workflow, move to HR.

- Is the applicant accept the position? Yes → In workflow, move to Offer Pending. No → In workflow, move to Offer Declined by Applicant.

- Do you have completed background check, signed letter, NPD form? Yes → In workflow, move to HP Approved. No → Leave applicant in Offer Pending until docs are returned.