Workflows of Postings and Hiring Proposals in PeopleAdmin

ALL POSTINGS/REQUISITIONS FOLLOW THIS WORKFLOW:

1.   Draft

2.   Hiring Manager (role for the Department Chair)

3.   Dean/Director

4.   Social Equity

5.   Provost/Vice President

6.   Human Resources – advertised and posted

Postings/requisitions can be moved forward one step to the next approver or returned to either one of the two prior approvers for revisions. Only the current "owner" of a posting/requisition can change it. The only person who can unload a document is the person who uploaded it initially. Use the Comments box (and phone and email) to explain why a posting is being returned.

ALL HIRING PROPOSALS FOLLOW THIS WORK FLOW:

1.   Draft

2.   Hiring Manager (role for the Department Chair)

3.   Dean/Director

4.   Social Equity

5.   Provost/VP

6.   Applicant Pre-employment checks (Human Resources is doing background check)

7.   Hiring Proposal approved (Background check was clear) OR

      Not Approved for Hire (Background check was not clear)

8.   Offer accepted (Candidate signed and returned contract) OR

      Offer declined (Candidate declined offer)

Hiring proposals can be moved forward one step to the next approver or returned to either one of the two prior approvers for revision. Human Resources can cancel a Hiring Proposal at any step.