Position Posting Workflow

STEP 1

Department receives approval from division VP to fill this vacancy

STEP 2

Hiring Manager Creates a Posting in PeopleAdmin.

STEP 3

Posting goes to AVP or VP for approval.

STEP 4

Posting goes to the Office of Research and Sponsored Programs for approval.

STEP 5

Posting goes to HR Employment for approval.

STEP 6

Posting goes to HR Class & Comp for approval.

STEP 7

Posting goes to HR Employment for final review.

STEP 8

Position Posted. You should receive posting status change email notifying you that you position has posted.

The completion of the position posting workflow depends on how quickly each office approves the posting. A delay may be caused because it sits in queue waiting to be sent to the next step.

