



How to Choose Appropriate Next Level Approver

- ✓ **If you report DIRECTLY to a Cabinet Administrator or the Provost**, submit hire request to Cabinet/Provost.

For example, if a supervisor/hiring manager reports directly to a cabinet level administrator, this is how the supervisory fields should appear prior to the supervisor submitting a hiring proposal to the next level approver:

Supervisor/Hiring Manager	Supervisor's Name
Responsible Sr. Level Hiring Manager:	No response

- ✓ **If you as the Supervisor/Hiring Manager do not report directly to a Cabinet Level Administrator or Provost**, this means you report to a "Senior Level Hiring Manager." **Please** make sure that the Senior Level Hiring Manager name appears on the hiring proposal **prior** to submission. Otherwise, the hire approval process will be delayed.

For example, if a supervisor does not report directly to a cabinet level administrator, this is how the supervisory fields should appear prior to submitting a hiring proposal to the next level approver.

Supervisor/Hiring Manager	Supervisor's Name
Responsible Sr. Level Hiring Manager:	Sr Level Hiring Manager's Name

- ✓ **If the supervisor or senior level supervisor of the position needs to be changed**, you may make the change by selecting the correct supervisor or senior level supervisor on the Hiring Proposal prior to submitting it to the next approver.

IMPORTANT:

- ✓ If you report directly to the president, submit the action to President
- ✓ Please do not assign yourself as the Supervisor/HM **AND** the Senior Level HM.
- ✓ Please do not assign more than one supervisor/HM to the hiring proposal.