Faculty/Staff Workflow (Revised 6/2018)

1. Requisition: HR creates posting from an approved position description.
2. Requisition: Saved
3. Requisition: Approved
4. Requisition: Posted
   - Requisition: Closed
   - Auto changes to this based on Job Close Date (closes at midnight of Job Close Date).
   - *Posting not viewable on job site*
5. Requisition: AA Pool Approval/HR Screening (closed)
6. Requisition: Approved by AA/Search Committee Review (closed)
7. Requisition: Pool Denied by AA
8. Requisition: Closed
9. Requisition: Saved
10. Requisition: Canceled
    - If declared a “failed search”
11. After applicant has been selected for hire, the Supervisor/HM initiates HIRING PROPOSAL:
   1. Changes all applicant statuses to “interviewed” or “not interviewed” associating reason for each.
   2. Changes status of applicant selected for hire to “interviewed, recommend for hire.”
   4. Completes hiring proposal fields then submits to appropriate next level approver.
12. Hiring Proposal sent to Senior Level HM (if applicable)
13. Hiring Proposal sent to Cabinet/Provost
14. Hiring Proposal Sent to President
15. Cancel Hiring Proposal
16. HR: Cancels Hiring Proposal
   - Hiring Manager will receive e-mail containing various options for proceeding
17. HR: Offer Position – Hire Approved
   - HR makes all FACULTY, FEAP, and STAFF offers at this status.
18. Payroll Approval
19. Budget Approval
20. Approved/WV-11 Generation
21. Requisition: PAF approval
22. Requisition: HR: Position Filled
   - (Candidates not selected for hire are notified)