EPA/Faculty Posting Workflow

EPA postings should be created from an approved Position Description. If a position description has not yet been entered into the system, please refer to and follow the EPA/Faculty Position Action Workflow.

EPA Faculty and Non-Faculty Postings

- **Initiator**
  - Creates Posting From Position Description
  - Information populates from approved Position Description.
  - Initiator verifies title, requirements, etc.

- **Approver**
  - Reviews/Approves
    - Verifies title, duties, funding sources/budget, etc.
    - (Can have multiple Approvers as needed)

- **Unit Fiscal/ AA Officer**
  - Reviews/Approves
    - Approves funding sources, budget (if not already done by an approver), and potentially discriminatory statements & that recruitment efforts are in line with college/division AA goals.
    - (Can have multiple Officers as needed)

- **HR Employment**
  - Reviews/Posts
    - Reviews posting, develops recruitment strategy with department.
    - Posts position to web.
    - **Notifies department of posting**

**Note:** If department requests to recruit for the position during the creation/update process (EPA/Faculty Position Action Workflow), Employment Services will create the initial posting. Initiator will still be responsible for Interim Report and Hiring Proposal.

Interim Report (required prior to interviews)

- **Initiator**
  - Creates Interim Report
    - Updates applicant statuses (First Tier, Second Tier, Not Interviewed, Does Not Meet Minimums).

- **Approver**
  - Reviews/Approves
    - Reviews applicant statuses and approves applicant pool.
    - (Can have multiple Approvers as needed)

- **Unit Fiscal/ AA Officer**
  - Reviews/Approves
    - Reviews applicants selected for interview to ensure that they are in line with the unit AA goals.
    - (Can have multiple Officers as needed)

- **University AA Officer**
  - Reviews/Endorses
    - Reviews/Endorses title, assigns position number.
    - **Notifies department of approval**

Hiring Proposal

- **Initiator**
  - Creates Hiring Proposal
    - Updates statuses of all applicants (interviewed, etc.) and enters proposed salary, rank, etc.

- **Approver**
  - Reviews/Approves
    - Reviews/approves selected candidate, budget/salary, rank, etc.
    - (Can have multiple Approvers as needed)

- **Unit Fiscal/ AA Officer**
  - Reviews/Approves
    - Reviews/approves funding sources (if not already done by an approver), budget and selected applicant to consider the unit AA goals.
    - (Can have multiple Officers as needed)

- **HR Employment**
  - Reviews/Approves
    - Reviews/approves funding sources, budget (if not already done by an approver), and potentially discriminatory statements & that recruitment efforts are in line with college/division AA goals.
    - **Notifies department of approval**

- **University AA Officer**
  - Reviews/Endorses
    - Reviews/approves selected candidate qualifications, salary, rank.

- **Initiator**
  - Finalizes
    - Once offer is accepted and background check is complete, changes Hiring Proposal status to "Offer Accepted", updates applicant statuses to final statuses, and sets Posting to Filled.

*College/unit decides who will have access as Initiator and Approver.

Updated: 1/17/12