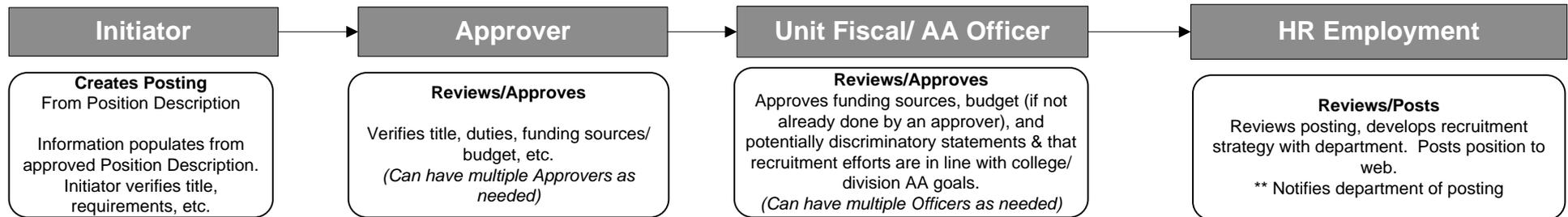


# EPA/Faculty Posting Workflow

PeopleAdmin Module: Applicant Tracking

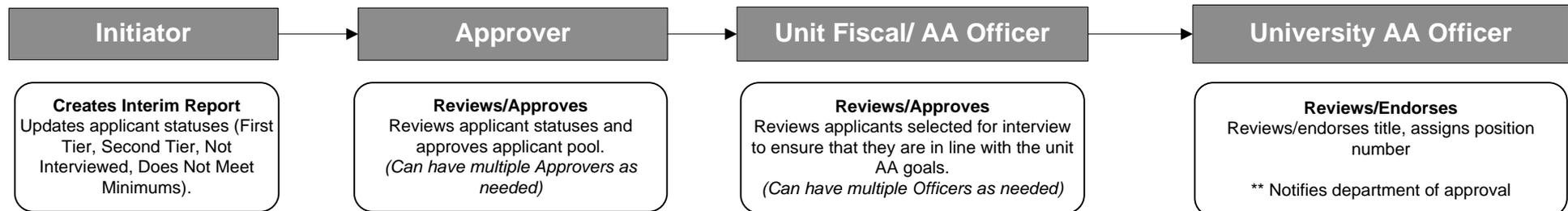
EPA postings should be created from an approved Position Description. If a position description has not yet been entered into the system, please refer to and follow the EPA/Faculty Position Action Workflow.

## EPA Faculty and Non-Faculty Postings

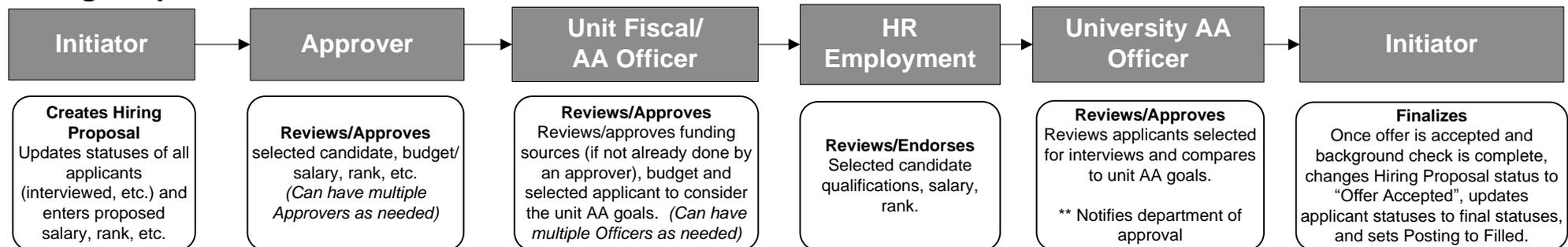


**Note:** If department requests to recruit for the position during the creation/update process (EPA/Faculty Position Action Workflow), Employment Services will create the initial posting. Initiator will still be responsible for Interim Report and Hiring Proposal.

## Interim Report (required prior to interviews)



## Hiring Proposal



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

Updated: 1/17/12