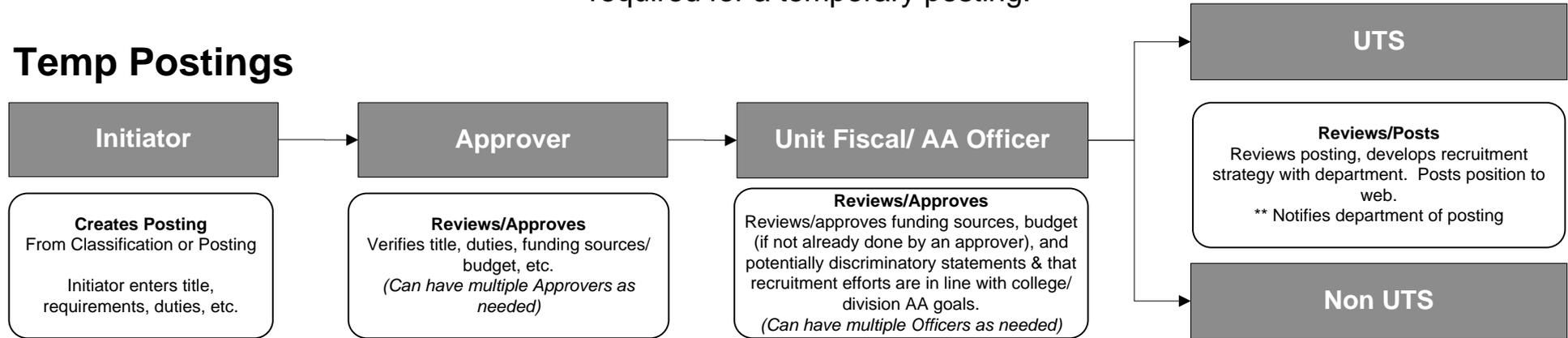


Temporary (Temp) Posting Workflow

PeopleAdmin Module: Applicant Tracking

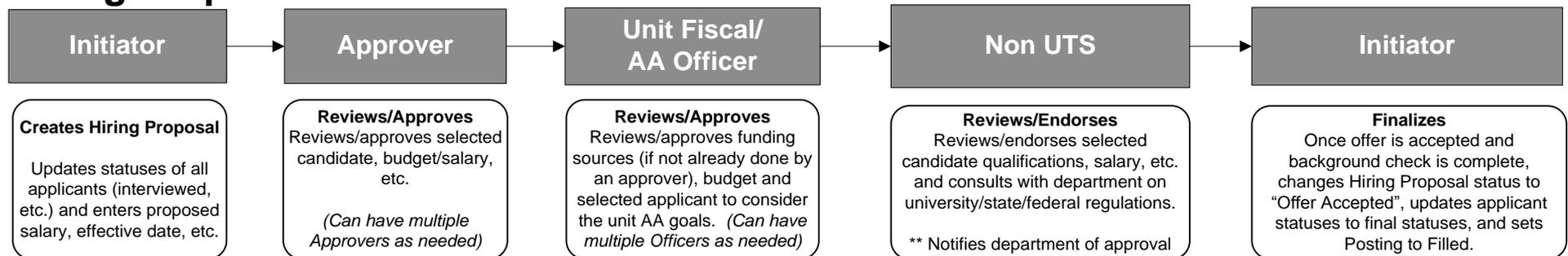
Temp Workflow applies to both UTS as well as Non-UTS recruitments. Temp postings should be created from a Classification (AKA “template”) or from a Posting (i.e. a copy of a previous posting). A Position Description is NOT required for a temporary posting.

Temp Postings



Note: Departments are now able to advertise their own temporary positions. For a Non UTS posting, the Non UTS user will be responsible for posting, maintaining the recruitment, closing the posting, and advising the department. Special Training for Non UTS users is offered through NCSU HR and should be completed prior to serving in the Non UTS role.

Hiring Proposal



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