Workflow for Position Actions

STAFF

Recruitment – New Position or Recruitment – Existing Position

Draft

Action Submitted to Dean/Director

Action Submitted to Human Resources

Approved for Posting

Forward to Applicant Tracking (Posting Module)

*use when you want another Department User to edit the action you created*

Waiver – New Position or Waiver – Existing Position

Draft

Action Submitted to Dean/Director

Action Submitted to Human Resources

Action Submitted to Affirmative Action

Approved for Posting

Forward to Applicant Tracking (Posting Module)

*use when you want another Department User to edit the action you created*
Workflow for Position Actions

FACULTY

Recruitment – New Position or Recruitment – Existing Position or
Waiver – New Position or Waiver – Existing Position

Draft → Action Submitted to Dean/Director → Action Submitted to Provost Office/Faculty Services → Action Submitted to Provost Office → Action Submitted to FAB → Approved for Posting → Forward to Applicant Tracking (Posting Module)

Action Submitted to Department User

*use when you want another Department User to edit the action you created*