Workflow for Position Actions

STAFF

Recruitment – New Position or Recruitment – Existing Position

Draft → Action Submitted to Dean/Director → Action Submitted to Human Resources → Action Submitted to FAB → 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*
Reclassify or Off Cycle Change in Duties – Existing Position

Draft

Action Submitted to Dean/Director

Action Submitted to Dept. for Salary Proposal

Action Submitted to HRS for Salary Review

Action Complete

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

Off Cycle Other – Existing Position

Draft

Action Submitted to Dean/Director

Action Submitted to HRS for Salary Review

Action Reviewed (Dept User)

Action Complete

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

Position Description Update – Existing Position

Draft

Action Submitted to Dean/Director

Action Submitted to HRS Committee

Action Complete

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

FACULTY

Recruitment – New Position or Waiver – New Position

- Draft
- Action Submitted to Dean/Director
- Action Submitted to FAB
- Action Submitted to Provost Office
- Forward to Applicant Tracking (Posting Module)

- Action Submitted to Department User

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

Recruitment – Existing Position or Waiver – Existing Position

- Draft
- Action Submitted to Dean/Director
- Action Submitted to FAB
- Action Submitted to Provost Office
- 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*