Workflow for PeopleAdmin
Requisitions
Workflow – Staff Recruitments

1. Department
   - To Dean - Initiate Action
   - Staff – To HRS/Consultants
   - Staff – To FAB
   - To HRS/Advisor Review
   - Approved (Selected Positions)
   - Post

2. Staff – To Salary Review
   - Staff – Ready for Offer
   - Staff – To Salary Review

3. Closed
   - Closed/Dean Finalist Review

4. PA Received
   - PA Verified
   - Fill

   - If applicable
     - Posted Internally
     - Hiring external employee with proposed salary below the first quartile
     - Hiring an internal or returning employee OR if proposed salary is above the first quartile.
Workflow
Classification of Staff Positions

- Department
- To Dean - Initiate Action
- Staff - To HRS/Consultants

- Return to Dept
- Refer to Staff Positions workflow
Workflow – Faculty Appointments
Workflow – Staff Appointments