Staff Posting Workflow

Draft → Posted → Closed/Remove from Web → (Complete Hiring Proposal) → Filled

Post Internally/Post for Waiver (use for waiver hires)

*Completing a hiring proposal automatically sets the posting status to “Filled”*
Faculty Posting Workflow

Use these if you want your posting to remain open while conducting interviews:
- Dean/Director for Int. Auth/Open
- Provost for Int. Auth/Open
- Provost Approved for Int. Auth/Open

Use these if you want your posting to be closed while conducting interviews:
- Dean/Director for Int. Auth/Closed
- Provost for Int. Auth/Closed
- Provost Approved for Int. Auth/Closed

*completing a hiring proposal automatically sets the posting status to “Filled”*

Draft → Posted → Closed/Remove from Web → Dean/Director for Appointment Auth/Closed → Provost for Appointment Auth/Closed → Provost Approved for Appointment Auth/Closed → (Complete Hiring Proposal) → Filled