STAFF POSTING WORKFLOW

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

If a waiver posting or being filled from a pool posting → Post Internally/Post for Waiver
**FACULTY POSTING WORKFLOW**

1. **Draft**

2. **Posted**
   - Dean/Director for Int. Auth/Open
   - Provost for Int. Auth/Open
   - *NEW* Onboarding for Background Check/Open
   - Provost Approved for Int. Auth/Open

   - To keep the posting open while seeking interview authorization

3. **Closed/Remove from Web**
   - Closed/Remove from Web

   - To submit for Appt. Auth (must be Closed)

   - To keep the posting closed while seeking interview authorization

4. **Dean/Director for Int. Auth/Closed**
   - Provost for Int. Auth/Closed
   - *NEW* Onboarding for Background Check/Closed
   - Provost Approved for Int. Auth/Closed

5. **Dean/Director for Appt. Auth/Closed**
   - Provost for Appt. Auth/Closed
   - Provost Approved for Appt. Auth/Closed

6. **Complete Hiring Proposal after Employee ID is obtained**

7. **Filled**