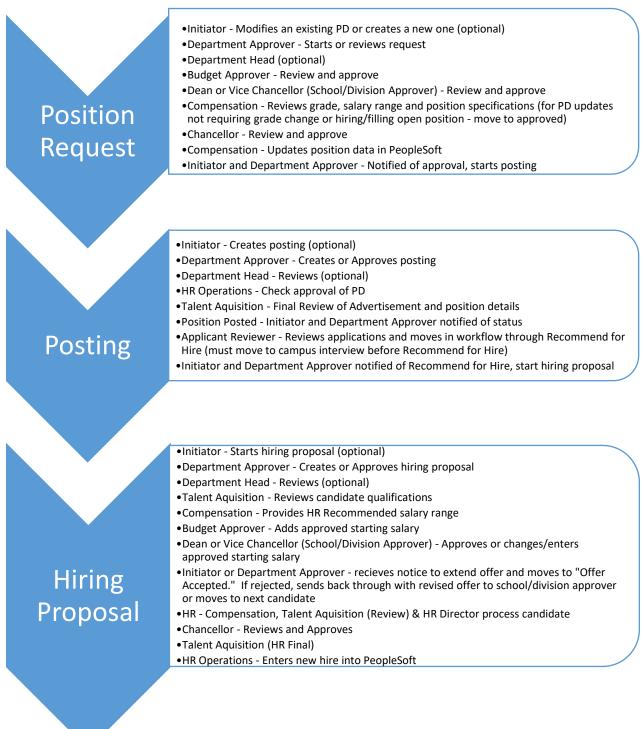
Unclassified and Administrative Faculty PeopleAdmin Process Steps



Faculty PeopleAdmin Process Steps (Administrative faculty start with Position Request)

Posting

•Initiator - Creates posting (optional)

- Department Approver Creates or Approves posting
- Department Head Reviews (optional)
- Budget Approver Reviews funding and approves
- Dean or Vice Chancellor (School/Division Approver) Reviews and approves
- Talent Aquisition Review of advertisement, salary range, and position details
- •HR Director Review and approve
- Chancellor Review and approve
- •Talent Aquisition Final review and posting
- Position Posted Initiator and Department Approver notified of status
- Applicant Reviewer Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire

•Initiator - Starts hiring proposal (optional)

- •Department Approver Creates or Approves hiring proposal
- •Department Head Reviews (optional)
- •Talent Aquisition Reviews candidate qualifications
- •Budget Approver Adds approved starting salary
- •Dean or Vice Chancellor (School/Division Approver) Approves or changes starting salary
- •Initiator or Department Approver recieves notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate.
- •HR Compensation, Talent Aquisition & HR Director process candidate
- •Chancellor Reviews and Approves
- •HR Operations Enters new hire into PeopleSoft

Hiring Proposal

Classified PeopleAdmin Process Steps

Position Request	 Initiator - Modifies an existing PD or creates a new one (optional) Must have a current SF-3 form approved by Civil Service Department Approver - Starts or reviews request Department Head (optional) HR Operations - Reviews grade and position specifications (PD Updates not requiring filling a position, move directly to Position Approved.) Compensation - Reviews grade and position specifications Budget Approver - Review and approve Dean or Vice Chancellor (School/Division Approver) - Review and approve HR Director and Chancellor - Review and approve HR Operations - Updates position data in PeopleSoft and starts posting
Posting	 HR Operations - Creates a new posting Department Approver - Revies and approves posting (optional) Talent Aquisition - Reviews advertisement and position details (optional) Position Posted - Initiator and Department Approver notified of status HR Operations - Reviews applicants and moves qualified candidates to Department Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
Hiring	 HR Operations - Starts hiring proposal, reviews applicable Extraordinary Credintials and Special Entrance Rates Compensation - Reviews proposal for internal equity and extraordinary credentials Department Approver - Approves hiring proposal Budget Approver - Approves starting salary HR Operations - Extends offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate. Prepares offer letter and collect required paperwork.