**Position Request**

- **Initiator** - Modifies an existing PD or creates a new one (optional)
- **Department Approver** - Starts or reviews request
- **Budget Approver** - Review and approve
- **Dean or Vice Chancellor (School/Division Approver)** - Review and approve
- **Compensation** - Reviews grade, salary range and position specifications (for PD updates not requiring grade change or hiring/filling open position - move to approved)
- **Chancellor** - Review and approve
- **Compensation** - Updates position data in PeopleSoft
- **Initiator and Department Approver** - Notified of approval and that TA will start the posting

**Posting / Applicant Review**

- **Talent Acquisition** - Post the position to LSUHSC website
- **Position Posted** - Initiator and Department Approver notified of status
- **Department** - Post jobs to any other sites
- **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, start hiring proposal

**Hiring Proposal**

- **Initiator** - Starts hiring proposal (optional)
- **Department Approver** - Creates or Approves hiring proposal
- **Compensation** - Provides HR Recommended salary range and review candidate qualifications
- **Budget Approver** - Reviews and adds approved starting salary
- **Initiator or Department Approver** - receives notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer to school/division approver or moves to next candidate
- **Compensation** - Confirms approved salary, notifies HR Director
- **Chancellor** - Reviews and Approves
- **Talent Acquisition** - Holds pending New Hire packet and reviews for completeness
- **HR Operations Final** - Enters new hire into PeopleSoft
Faculty PeopleAdmin Process Steps *(Administrative faculty start with Position Request)*

**Posting**
- Initiator - Creates posting (optional)
- Department Approver - Creates or Approves posting
- Budget Approver - Reviews funding and approves
- Dean or Vice Chancellor (School/Division Approver) - Reviews and approves
- Talent Acquisition - Review of advertisement, salary range, and position details
- Chancellor - Review and approve
- Talent Acquisition - 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

**Hiring Proposal**
- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Talent Acquisition - Reviews candidate qualifications
- Budget Approver - Adds approved starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to “Offer Accepted.” If rejected, sends back through with revised offer or moves to next candidate.
- Chancellor - Reviews and Approves
- HR - Compensation
- Talent Acquisition process candidate and notify HR Director
- HR Operations Final - Enters new hire into PeopleSoft
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
- 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
- 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 Proposal**
- HR Operations - Starts hiring proposal, reviews applicable Extraordinary Credentials 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 collects required paperwork.
- HR Director - Reviews hiring proposal
- HR Operations - Enters new hire into PeopleSoft

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