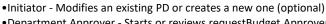
Unclassified and Administrative Faculty PeopleAdmin Process Steps



- Department Approver Starts or reviews requestBudget Approver Review and approve
- Budget 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

Position

Request

- •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 recieves 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 Aquisition 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)



- 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 Aquisition Review of advertisement, salary range, and position details
- 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

Hiring Proposal

- •Initiator Starts hiring proposal (optional)
- Department Approver Creates or Approves hiring proposal
- Talent Aguisition Reviews candidate qualifications
- Budget Approver Adds approved 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.
- •Chancellor Reviews and Approves
- •HR Compensation
- Talent Aquisition 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 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 collects required paperwork.
- •HR Director Reviews hiring proposal
- •HR Operations Enters new hire into PeopleSoft