Request/Create New Position and Modify a Position - STAFF

Originator (can initiate)

Key Contact (can initiate or completes if initiated by Originator)

HR Compensation

Department Level

Executive Level

Budget Approval

Skip Executive and Budget for Grant Funded Positions

HR Compensation (Banner Position)
Approval to Post Existing Positions without changes - STAFF

- Originator (can initiate)
- Key Contact (can initiate or completes if initiated by Originator)
- Department Level
- Executive
- Approve/Deny

Return
REQUISITION - STAFF

Originator (can initiate)

Key Contact (can initiate or completes if initiated by Originator)

HR Employment

Post
Candidate Process (Applicant Workflow) - STAFF

- Reviewed by Facilitator (candidates now visible to Search Committee)
- Preliminary Screened by Facilitator
- Interviewed by Facilitator
- Selected as Finalist by Facilitator
- OIDE – Review Pool
- Hire Offer Recommended to Key Contact
Create Hiring Proposal - STAFF

- **Originator** (can initiate)
- **Key Contact** (can initiate or completes if initiated by Originator)
- **Department Level**
- **Budget**
- **Key Contact**
- **HR Operations (Banner Hire)**

**Notes:**
- Skip Budget for Grant Funded Hires