Understanding PeopleAdmin 7 Routing and Workflows

Purpose: PeopleAdmin 7 has routing and workflows based on position types or actions to be completed in the system. Use this guide to visually see the workflows and associated text transitions for each action.

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Create a New Position Description

**Hiring Manager**
1. Route for Approval (send to Dept Chair/Director)
2. Route for Approval (send to Dean/AVP)
3. Cancel

**Department Chair/Director**
1. Route for Approval (send to Dean/AVP)
2. Route for Approval (send to President/Senior VP)
3. Return PD (send to Hiring Manager)
4. Cancel

**Dean/AVP**
1. Route for Approval (send to President/Senior VP)
2. HR Liaison Approve PD (send to UHR Class & Comp)
3. Academic Waiver Request (send to Provost)
4. Return PD (send to Dept Chair/Director)
5. Return PD (send to Hiring Manager)
6. Cancel

**President/Senior VP**
1. HR Liaison Approve PD (send to UHR Class & Comp)
2. Non-Academic Waiver Request (send to EO)
3. Return PD (send to Dean/AVP)
4. Return PD (send to Dept Chair/Director)
5. Return PD (send to Hiring Manager)
6. Cancel

**Provost**
1. Academic Waiver Request (send to EO)
2. Return PD (send to Dean/AVP)
3. Cancel without posting

**EO**
1. Waiver Approved (send to UHR Class & Comp)
2. Waiver Not Approved (send to Provost)
3. Waiver Not Approved (send to President/Senior VP)
4. Cancel

**UHR Class & Comp**
1. Approved PD for Posting (send to UHR Recruit)
2. Cancel
Modify P&S Position Description

[Diagram showing the workflow process]

- Draft (Employee) Can Create
- Draft Hiring Manager Can Create
- Send to Dept Chair/Director Can Create
- Send to Dean/AVP Can Create
- Send to President/Senior Vice President Can Create
- UHR Class & Comp (HR Class & Comp)
- Class & Comp Approves Position (HR)
- Modification Approved (UHR Recruitment)
- Provost
- EO for Approval (Waiver Approved/Waiver Not Approved)

Action Canceled – Final
*Any user can select canceled at their workflow state
Transitions: P&S
Modify a Position Description

Employee
1. Route for Approval (send Hiring Manager)
2. Route for Approval (send to Dept Chair/Director)
3. Route for Approval (send to Dean/AVP)
4. Route for Approval (send to President Senior/VP)
5. Cancel

Hiring Manager
1. Route for Approval (send to Dept Chair/Director)
2. Route for Approval (send to Dean/AVP)
3. Return PD (send to employee)
4. Cancel

Department Chair/Director
1. Route for Approval (send to Dean/AVP)
2. Route for Approval (send to President/Senior VP)
3. Return PD (send to Hiring Manager)
4. Return PD (send to employee)
5. Cancel

Dean/AVP
1. Route for Approval (send to President/Senior VP)
2. HR Liaison Approve PD (send to UHR Class & Comp)
3. Academic Waiver Request (send to Provost)
4. Return PD (send to Dept Chair/Director)
5. Return PD (send to Hiring Manager)
6. Return PD (send to employee)
7. Cancel

President/Senior VP
1. HR Liaison Approve PD (send to UHR Class & Comp)
2. Non-Academic Waiver Request (send to EO)
3. Return PD (send to Dean/AVP)
4. Return PD (send to Dept Chair/Director)
5. Return PD (send to Hiring Manager)
6. Return PD (send to employee)
7. Cancel

Provost
1. Academic Waiver Request (send to EO)
2. Return PD (send to Dean/AVP)
3. Cancel without posting

EO
1. Waiver Approved (send to UHR Class & Comp)
2. Waiver Not Approved (send to Provost)
3. Waiver Not Approved (send to President/Senior VP)
4. Cancel

UHR Class & Comp
1. Approved PD for Posting (send to UHR Recruit)
2. Cancel
**P&S Posting**

- UHR Recruitment
  - Create & select
  - Posting Admin
    - (Personal Scope)
    - Can Create from
      - Title & Previous

- Posting Admin
  - *Create from PD*
    - Can Create from
      - Title & Previous

- Send to Dept
  - Chair/Director

- Send to Dean/
  - AVP

- Send to President/
  - Senior Vice President

- Posting Final
  - Review
    - (UHR Recruitment)

- Post
  - (UHR)

- Re-Post
  - Republish
    - (UHR)

- Recruitment
  - Filled
    - (UHR)

- Attach
  - Applicant/ Waiver
    - (UHR)

- Approve for later
  - posting
    - (UHR)

- Withdrawn
Transitions: P&S
Posting

Draft
1. Approve Posting (send to Dept Chair/Director)
2. Approve Posting (send to Dean/AVP)
3. Approve Posting (send to President/Senior VP)
4. Approve Posting to UHR Recruitment (send to UHR Recruit for posting)
5. Waiver Request (send to EO) NEED TO THINK THIS ONE THROUGH
6. Cancel without posting

Dept Chair/Director
1. Approve Posting (send to Dean/AVP)
2. Approve Posting (send to President/Senior VP)
3. Return Posting (send to Posting Admin)
4. Cancel without posting

Dean/AVP
1. Approve Posting (send to President/Senior VP)
2. Approve Posting to UHR (send to UHR Recruit for posting)
3. Academic Waiver Request (send to Provost)
4. Return Posting (send to Dept Chair/Director)
5. Return Posting (send to Posting Admin)
6. Cancel without posting

President/Senior VP
1. Approve Posting to UHR (send to UHR Recruit for posting)
2. Non-Academic Waiver Request (send to EO)
3. Return Posting (send to Dean/AVP)
4. Return Posting (send to Dept Chair/Director)
5. Return Posting (send to Posting Admin)
6. Cancel without posting

Provost
1. Academic Waiver Request (send to EO)
2. Return (send to Dean/AVP)
3. Cancel without posting

UHR Recruitment
1. Posting Review (Return to Posting Admin)
2. Post
3. Approve for later posting
4. Attach applicant/waiver
5. Cancel without posting
Transitions: P&S
Applicant Review

Rate Applicant (Posting Admin)
1. Flagged for Interview (move to Flagged for Interview Dept Chair/Director)
2. Flagged for Interview (move to Flagged for Interview Dean/AVP)
3. Flagged for Interview (move to Flagged for Interview President/Senior VP)
4. Not Interviewed
5. Does Not Meet Required Education and Experience
6. HR Liaison - Request for Interview

Flagged for Interview (move to Department Chair/Director)
1. Flagged for Interview (move to Flagged for Interview Dean/AVP)
2. Flagged for Interview (move to Flagged for Interview President/Senior VP)
3. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview (move to Dean/AVP)
1. Flagged for Interview (move to Flagged for Interview President/Senior VP)
2. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
3. Return Applicant(move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview (move to President/Senior VP)
1. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
2. Return Applicant(move to Flagged for Interview Dean/AVP)
3. Return Applicant(move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

HR Liaison Request for Interview (move to UHR Recruit)
1. Approved for Interview
2. UHR Not Approved for Interview

Approved for Interview
1. Selected for Hire
2. Interviewed, Not Hired
P&S Position: Hiring Proposal

Under Review by (Posting Admin) → Submit to Dept Chair/ Director → Submit to Dean/AVP → Submit to President/Senior Vice President → Submit to UHR TA (Recruitment) → Approved to Extend Offer (Posting Admin) → Final Verbal Offer Details (Posting Admin) → Overnight Processing performed to create eLOI (People Admin) → In AccessPlus, route eLOI for signatures & send eLOI to Finalist (Posting Admin) → When eLOI is signed, change HP to Offer Accepted - Hire Confirmed Send to UHR

Verbal Offer Declined - move to offer declined. (Posting Admin)
Transitions: P&S
Hiring Proposal

Draft

1. Submit for approval (move to Dept Chair/Director)
2. Submit for approval (move to Dean/AVP)
3. Submit for approval (move to President/Senior VP)
4. Submit to UHR for approval (move to UHR Recruitment)

Submit for Approval (move to Dept Chair/Director)

1. Submit for approval (move to Dean/AVP)
2. Submit for approval (move to President/Senior VP)
3. Submit to UHR for approval (move to UHR Recruitment)
4. Return Hiring Proposal (return to Posting Admin)

Submit for Approval (move to Dean/AVP)

1. Submit for approval (move to President/Senior VP)
2. Submit to UHR for approval (move to UHR Recruitment)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Submit for Approval (move to President/Senior VP)

1. Submit to UHR for approval (move to UHR Recruitment)
2. Return Hiring Proposal (return to Dean/AVP)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Approved to Extend Offer

1. Final Verbal Offer Details
2. Offer Declined

Final Verbal Offer Details

1. Offer accepted, Confirmed hire – send to UHR
2. Offer Declined
P & S Temporary or Emergency Posting
*Includes Waivers

Posting Admin (Personal Scope) Can Create from Title & Previous

Send to Dept Chair/Director → Send to Dean/AVP → Send to President/Senior Vice President

Post (UHR) → Re-Post Republish (UHR) → Recruitment Filled (UHR)

EO for Approval (Waiver Approved/Waiver Not Approved)

Withdrawn

Posting Final Review (UHR Recruitment) → Approve for later posting (UHR)

Attach Applicant/Waiver (UHR) → Recruitment Closed (UHR)

Provost

Posting Review (Class & Comp)
Transitions: P&S Temporary or Emergency Posting

Draft

1. Approve Posting (send to Dept Chair/Director)
2. Approve Posting (send to Dean/AVP)
3. Approve Posting (send to President/Senior VP)
4. HR Liaison – Academic Waiver (send to Provost)
5. HR Liaison – Non Academic Waiver (send to EO)
6. HR Liaison – Approve Temp Posting (send to UHR Rec)
7. Cancel without posting

Dept Chair/Director

1. Approve Posting (send to Dean/AVP)
2. Approve Posting (send to President/Senior VP)
3. Return Posting (send to Posting Admin)
4. Cancel without posting

Dean/AVP

1. Approve Posting (send to President/Senior VP)
2. HR Liaison Approve Temp Posting (send to UHR Rec)
3. HR Liaison – Academic Waiver (send to Provost)
4. Return Posting (send to Dept Chair/Director)
5. Return Posting (send to Posting Admin)
6. Cancel without posting

President/Senior VP

1. HR Liaison Approve Temp Posting (send to UHR Rec)
2. HR Liaison – Non-Academic Waiver (send to EO)
3. Return Posting (send to Dean/AVP)
4. Return Posting (send to Dept Chair/Director)
5. Return Posting (send to Posting Admin)
6. Cancel without posting

Provost

1. Academic Waiver Request (send to EO)
2. Return Waiver Request (send to Dean/AVP)
3. Cancel without posting

EO

1. Waiver Approved (send to UHR Rec)
2. Academic Waiver Not Approved (send to Provost)
3. Non-Academic Waiver Not Approved (send to President/Senior VP)
4. Cancel without posting

UHR Recruitment

1. Posting Review (Return to Posting Admin)
2. Title Review (send to UHR Class & Comp)
3. Post
4. Approve for later posting
5. Attach applicant/waiver
6. Cancel without posting

UHR Class & Comp

1. Title Reviewed (Return to UHR Rec)
2. Cancel without posting
P&S Temporary or Emergency Position: Applicant Review

- Not Reviewed – Rec’d after consideration date (Posting Admin)
  - *Email when posting is filled

- Under Review by Posting Admin

- Rate Applicant Posting Admin
  - *Reasons below

- Flagged for Interview
  - Dept.Chair/Director
    - *Email to Dept.chair/Director
  - Dean/AVP
    - *Email to Dean

- Flagged for Interview
  - Pres/Senior VP
    - *Email to Dean

- Selected for Hire
  - (Posting Admin)
  - **Begins HP

- Interviewed, Not Hired
  - **Reason Codes (Review Codes)
    - Email when posting is filled

- Approved for Interview
  - Posting Admin (Posting Admin)
  - *Email

- Hired (HR)

- Not Interviewed
  - *Email when posting is filled
  - (Posting Admin)

- Does not Meet Required Education and Experience
  - **Reason Codes (Review codes)
    - *Email when posting is filled
    - (Posting Admin)

- Not Qualified
  - 0
  - 1
  - 2
  - 3
  - 4
  - 5

- UHR Not Approved for Interview
  - (UHR)
  - **Reason Codes (Review Codes)
    - Email when posting is filled

- Request for Interview
  - UHR Recruitment
  - *Email
  - **Reason Codes/ Ranking & Explanation

- Only back to PA

- Not Reviewed – Rec’d after consideration date
  - (Posting Admin)
P&S Temporary or Emergency Position: Applicant Review

- Not Reviewed – Not to alter consideration date (Posting Admin)
  - *Email when posting is filled

- Under Review by Posting Admin
  - Note Applicant
    - *Reason Letter

- Flagged for Interview (Dept Chair)
  - Email to Dean
    - *Email to Posting Admin

- Flagged for Interview (Pres/Sen VP)
  - Email to Dean

- Flagged for Interview (HR Liaison)
  - Email to Posting Admin

- Only back to HR

- Only back to HR

- Only back to HR

- Not Interviewed
  - *Email when posting is filled
    - (Posting Admin)

- Not Interviewed
  - *Email when posting is filled
    - (Posting Admin)

- Data not meet Required Education and Experience
  - **Reason Code
    - Email to Posting Admin

- Not Qualified
  - 0
  - 1
  - 2
  - 3
  - 4
  - 5
  - Email when posting is filled

- Selected for Hire
  - ** Begins HP
Transitions: P&S Temporary or Emergency Applicant Review

Rate Applicant (Posting Admin)
1. Flagged for Interview (move to Flagged for Interview Dept Chair/Director)
2. Flagged for Interview (move to Flagged for Interview Dean/AVP)
3. Flagged for Interview (move to Flagged for Interview President/Senior VP)
4. HR Liaison Request for Interview (move to UHR Rec)
5. HR Liaison Selected for Hire (send to UHR Rec)
6. Not Interviewed
7. Does Not Meet Required Qualifications

Flagged for Interview Dept Chair/Director
1. Flagged for Interview (move to Flagged for Interview Dean/AVP)
2. Flagged for Interview (move to Flagged for Interview President/Senior VP)
3. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview Dean/AVP
1. Flagged for Interview (move to Flagged for Interview President/Senior VP)
2. HR Liaison Request for Interview (move to UHR Rec)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview President/Senior VP
1. HR Liaison Request for Interview (move to UHR Rec)
2. Return Applicant (move to Flagged for Interview Dean/AVP)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

HR Liaison Request for Interview (move to UHR Rec)
1. Approved for Interview
2. UHR Not Approved for Interview

Approved for Interview
1. Selected for Hire
2. Interviewed, Not Hired
P&S Temporary or Emergency Position: Hiring Proposal

1. Under Review by (Posting Admin)
2. Submit to Dept Chair/ Director
3. Submit to Dean/ AVP
4. Submit to President/Senior Vice President
5. Submit to UHR Recruitment
6. Approved to Extend Offer Posting Admin
7. Offer Declined (Posting Admin)
8. Final Verbal Offer Details (Posting Admin)
9. Offer Accepted, Confirmed Hire – Send to UHR (UHR Recruitment)
10. HR Finalize Hire (UHR Recruitment)
Transitions: P&S Temporary or Emergency Hiring Proposal

Draft

1. Route for approval (move to Dept Chair/Director)
2. Route for approval (move to Dean/AVP)
3. Route for approval (move to President/Senior VP)
4. HR Liaison route for approval (move to UHR Rec)

Route for Approval (move to Dept Chair/Director)

1. Route for approval (move to Dean/AVP)
2. Route for approval (move to President/Senior VP)
3. Return Hiring Proposal (return to Posting Admin)

Route for Approval (move to Dean/AVP)

1. Route for approval (move to President/Senior VP)
2. HR Liaison route for approval (move to UHR Rec)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Route to UHR for Approval (move to President/Senior VP)

1. HR Liaison Route for approval (move to UHR Rec)
2. Return Hiring Proposal (return to Dean/AVP)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Approved to Extend Offer

1. Final Verbal Offer Details
2. Offer Declined

Final Verbal Offer Details

1. Offer accepted, Confirmed hire – send to UHR
2. Offer Declined
Faculty/Other (Contract, Post Doc, Affiliate) Posting

- Posting Admin (Can create) *From Title or Previous
- Dept. Chair/Director
- Dean/AVP
- Provost
- Pres/Senior VP
- UHR
- EO for Approval
- Approved for Later Posting (HR)
- Posted
- Re-Post Republish (HR)
- Recruitment Filled (HR)
- Withdrawn
- Attach Applicant/Waiver (HR)
- Recruitment Closed (HR)
Transitions: Faculty/Other Posting

Draft
1. Approve Posting (send to Dean/AVP)
2. Approve Posting (send to President/Senior VP)
3. Approve Faculty Posting (send to Provost)
4. Send to UHR Recruitment for posting
5. Cancel without posting

Dean/AVP
1. Send to Provost
2. Send to President/Senior VP
3. Return to Posting Admin
4. Cancel without posting

President/Senior VP
1. Send to UHR
2. Submit to EO for Waiver Approval
3. Return to Dean/AVP
4. Cancel without posting

Provost
1. Send to UHR
2. Submit to EO for Waiver Approval
3. Return to Dean
4. Cancel without posting

UHR Recruitment
1. Return to Posting Admin
2. Post
3. Approve for later posting
4. Attach applicant/waiver
5. Cancel without posting
Transitions: Faculty/Other Applicant Review

Rate Applicant (Posting Admin)
1. Flagged for Interview (move to Flagged for Interview Dean/AVP)
2. Flagged for Interview (move to Flagged for Interview President/Senior VP)
3. Not Interviewed
4. Does Not Meet Required Education and Experience
5. HR Liaison - Request for Interview

Flagged for Interview (move to Flagged for Interview Dean/AVP)
1. Flagged for Interview (move to Flagged for Interview President/Senior VP)
2. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
3. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview (move to Flagged for Interview President/Senior VP)
1. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
2. Return Applicant (move to Flagged for Interview Dean/AVP)
3. Return Applicant (move to Under Review by Posting Admin)

HR Liaison Request for Interview (move to UHR Recruit)
1. Approved for Interview
2. UHR Not Approved for Interview

Approved for Interview (okay)
1. Selected for Hire
2. Interviewed, Not Hired
Transitions: Faculty/Other

Hiring Proposal

Draft

1. Submit for approval (move to Dean/AVP)
2. Submit for approval (move to President/Senior VP)
3. Submit to UHR for approval (move to UHR Recruitment)

Submit for Approval (move to Dean/AVP)

1. Submit for approval (move to President/Senior VP)
2. Submit to UHR for approval (move to UHR Recruitment)
3. Return Hiring Proposal (return to Posting Admin)

Submit for Approval (move to President/Senior VP)

1. Submit to UHR for approval (move to UHR Recruitment)
2. Return Hiring Proposal (return to Dean/AVP)
3. Return Hiring Proposal (return to Posting Admin)

Approved to Extend Offer (Okay)

1. Final Verbal Offer Details
2. Offer Declined

Final Verbal Offer Details

1. Offer accepted, Confirmed hire – send to UHR
2. Offer Declined
Create New Merit Position Description

- Draft Hiring Manager Can Create
- Send to Dept Chair/Director Can Create
- Send to Dean/AVP Can Create
- Send to President/Senior Vice President Can Create
- UHR Class & Comp (HR Class & Comp)
- UHR Recruit Final Approval Position (UHR Recruitment)
- New Position Approved (UHR Recruitment)

Action Canceled – Final
*Any user can select canceled at their workflow state
Transitions: Merit
Create a New Position Description

**Hiring Manager**
1. Route for Approval (send to Dept Chair/Director)
2. Route for Approval (send to Dean/AVP)
3. Cancel

**Department Chair/Director**
1. Route for Approval (send to Dean/AVP)
2. Route for Approval (send to President/Senior VP)
3. Return PD (send to Hiring Manager)
4. Cancel

**Dean/AVP**
1. Route for Approval (send to President/Senior VP)
2. HR Liaison Approve PD (send to UHR Class & Comp)
3. Return PD (send to Dept Chair/Director)
4. Return PD (send to Hiring Manager)
5. Cancel

**President/Senior VP**
1. HR Liaison Approve PD (send to UHR Class & Comp)
2. Return PD (send to Dean/AVP)
3. Return PD (send to Dept Chair/Director)
4. Return PD (send to Hiring Manager)
5. Cancel

**UHR Class & Comp**
1. Approved PD for Posting (send to UHR Recruit)
2. Cancel
Modify Merit Position Description
*Includes all updates (reclassification, update)

- Draft Employee Can Create
- Draft Hiring Manager Can Create
- Send to Dept Chair/Director Can Create
- Send to Dean/AVP Can Create
- Send to President/Senior Vice President Can Create
- UHR Class & Comp (HR)
- UHR Recruit Approves Position (UHR Recruitment)
- Modification Approved (UHR Recruitment)

Action Canceled – Final
*Any user can select canceled at their workflow state
Transitions: Merit
Modify a Position Description

Employee

1. Route for Approval (send Hiring Manager)
2. Cancel

Hiring Manager

1. Route for Approval (send to Dept Chair/Director)
2. Route for Approval (send to Dean/AVP)
3. Return PD (send to employee)
4. Cancel

Department Chair/Director

1. Route for Approval (send to Dean/AVP)
2. Route for Approval (send to President/Senior VP)
3. Return PD (send to Hiring Manager)
4. Return PD (send to employee)
5. Cancel

Dean/AVP

1. Route for Approval (send to President/Senior VP)
2. HR Liaison Approve PD (send to UHR Class & Comp)
3. Return PD (send to Dept Chair/Director)
4. Return PD (send to Hiring Manager)
5. Cancel

President/Senior VP

1. HR Liaison Approve PD (send to UHR Class & Comp)
2. Return PD (send to Dean/AVP)
3. Return PD (send to Dept Chair/Director)
4. Return PD (send to Hiring Manager)
5. Cancel

UHR Class & Comp

1. Approved PD for Posting (send to UHR Recruit)
2. Cancel
Merit Posting
Transitions: Merit
Posting

Draft
1. Approve Posting (move to Dept Chair/Director)
2. Approve Posting (move to Dean/AVP)
3. Approve Posting (move to President/Senior VP)
4. Approve Posting to UHR Recruitment (move to Posting Final Review)
5. Cancel without posting

Dept Chair/Director
1. Approve Posting (move to Dean/AVP)
2. Approve Posting (move to President/Senior VP)
3. Return Posting (move to Posting Admin)
4. Cancel without posting

Dean/AVP
1. Approve Posting (move to President/Senior VP)
2. Approve Posting to UHR Recruitment (move to Posting Final Review)
3. Return Posting (move to Dept Chair/Director)
4. Cancel without posting

President/Senior VP
1. Approve Posting to UHR Recruitment (move to Posting Final Review)
2. Return Posting (move to Dean/AVP)
3. Return Posting (move to Dept Chair/Director)
4. Cancel without posting

UHR Recruitment
1. Return Posting for Review (move to Posting Admin)
2. Post
3. Approve for later posting
4. Attach applicant/waiver
5. Cancel without posting
Transitions: Merit Applicant Review

Rate Applicant (Posting Admin)

1. Flagged for Interview (move to Flagged for Interview Dept Chair/Director)
2. Flagged for Interview (move to Flagged for Interview Dean/AVP)
3. Flagged for Interview (move to Flagged for Interview President/Senior VP)
4. Not Interviewed
5. Does Not Meet Required Qualifications

Flagged for Interview Dept Chair/Director

1. Flagged for Interview (move to Flagged for Interview Dean/AVP)
2. Flagged for Interview (move to Flagged for Interview President/Senior VP)
3. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview Dean/AVP

1. Flagged for Interview (move to Flagged for Interview President/Senior VP)
2. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview President/Senior VP

1. HR Liaison Request for Interview (move to Request for Interview UHR Recruitment)
2. Return Applicant (move to Flagged for Interview Dean/AVP)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

HR Liaison Request for Interview (move to UHR Recruit)

1. Approved for Interview
2. UHR Not Approved for Interview (Merit)

Approved for Interview

1. Selected for Hire
2. Interviewed, Not Hired
Transitions: Merit
Hiring Proposal

Draft

1. Submit for approval (move to Dept Chair/Director)
2. Submit for approval (move to Dean/AVP)
3. Submit for approval (move to President/Senior VP)
4. Submit to UHR for approval (move to UHR Recruitment)

Submit for Approval (move to Dept Chair/Director)

1. Submit for approval (move to Dean/AVP)
2. Submit for approval (move to President/Senior VP)
3. Submit to UHR for approval (move to UHR Recruitment)
4. Return Hiring Proposal (return to Posting Admin)

Submit for Approval (move to Dean/AVP)

1. Submit for approval (move to President/Senior VP)
2. Submit to UHR for approval (move to UHR Recruitment)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Submit to UHR for Approval (move to President/Senior VP)

1. Submit to UHR for approval (move to UHR Recruitment)
2. Return Hiring Proposal (return to Dean/AVP)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Approved to Extend Offer

1. Final Verbal Offer Details
2. Offer Declined

Final Verbal Offer Details

1. Offer accepted, Confirmed hire – send to UHR
2. Offer Declined
Merit Temporary Posting

Posting Admin (Personal Scope)
*Create from Title or Previous

Send to Dept Chair/ Director
Send to Dean/AVP
Send to President/ Senior Vice President

Posting Final Review (UHR Recruitment)

Posting Review (Class & Comp)

Post (UHR)

Approve for later posting (UHR)

Withdrawn

Re-Post Republish (UHR)

Recruitment Filled (UHR)

Attach Applicant/ Waiver (UHR)

Recruitment Closed (UHR)
Transitions: Merit Temporary Posting

Draft

1. Approve Temp Posting (send to Dept Chair/Director)
2. Approve Temp Posting (send to Dean/AVP)
3. Approve Temp Posting (send to President/Senior VP)
4. HR Liaison Approved Temp Posting (send to UHR Rec)
5. Cancel without posting

Dept Chair/Director

1. Approve Temp Posting (send to Dean/AVP)
2. Approve Temp Posting (send to President/Senior VP)
3. Return Temp Posting (send to Posting Admin)
4. Cancel without posting

Dean/AVP

1. Approve Temp Posting (send to President/Senior VP)
2. HR Liaison Approve Temp Posting (send to UHR Rec)
3. Return Temp Posting (send to Dept Chair/Director)
4. Return Temp Posting (send to Posting Admin)
5. Cancel without posting

President/Senior VP

1. HR Liaison Approve Temp Posting (send to UHR Rec)
2. Return Temp Posting (send to Dean/AVP)
3. Return Temp Posting (send to Dept Chair/Director)
4. Return Temp Posting (send to Posting Admin)
5. Cancel without posting

UHR Recruitment

1. Posting Review (send to Posting Admin)
2. Title Review (send to UHR Class & Comp)
3. Post
4. Approve for later posting
5. Attach applicant/waiver
6. Cancel without posting

UHR Class & Comp

1. Title Reviewed (Return to UHR Rec)
2. Cancel without posting
Merit Temporary Position: Applicant Review

- Under Review by (Posting Admin)
- Rate Applicant Posting Admin *Reasons below
- Flagged for Interview Dept Chair/Director
- Flagged for Interview Dean/AVP
- Flagged for Interview President/Senior Vice President
- Request for Interview UHR Recruitment *Email
  **Reason Codes/Ranking & Explanation

- Approved for Interview (Posting Admin)
- Selected for Hire (Posting Admin) ** Begins HP
- Interviewed, Not Hired
  **Reason Codes (Review Codes) Email when posting is filled
- UHR Not Approved for Interview (Merit) (UHR)
  **Reason Codes (Review Codes)
- Does not Meet Required Qualifications - Merit only (Review codes)
  *Email when posting is filled

0 1 2 3 4 5
Not Qualified
Transitions: Merit Temporary Applicant Review

Rate Applicant (Posting Admin)

1. Flagged for Interview (move to Flagged for Interview Dept Chair/Director)
2. Flagged for Interview (move to Flagged for Interview Dean/AVP)
3. Flagged for Interview (move to Flagged for Interview President/Senior VP)
4. HR Liaison Request for Interview (move to UHR Rec)
5. Selected for Hire (Send to UHR Rec)
6. Not Interviewed
7. Does Not Meet Required Qualifications

Flagged for Interview Dept Chair/Director

1. Flagged for Interview (move to Flagged for Interview Dean/AVP)
2. Flagged for Interview (move to Flagged for Interview President/Senior VP)
3. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview Dean/AVP

1. Flagged for Interview (move to Flagged for Interview President/Senior VP)
2. HR Liaison Request for Interview (move to Request for Interview UHR Rec)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

Flagged for Interview President/Senior VP

1. HR Liaison Request for Interview (move to UHR Rec)
2. Return Applicant (move to Flagged for Interview Dean/AVP)
3. Return Applicant (move to Flagged for Interview Dept Chair/Director)
4. Return Applicant (move to Under Review by Posting Admin)

HR Liaison Request for Interview (move to UHR Rec)

1. Approved for Interview
2. UHR Not Approved for Interview (Merit)

Approved for Interview

1. Selected for Hire
2. Interviewed, Not Hired
Merit Temporary Position: Hiring Proposal

1. Under Review by (Posting Admin)
2. Submit to Dept Chair/Director
3. Submit to Dean/AVP
4. Submit to President/Senior Vice President
5. Submit to UHR Recruitment
6. Approved to Extend Offer (Posting Admin)
7. Offer Declined (Posting Admin)
8. Final Verbal Offer Details (Posting Admin)
9. Offer Accepted, Confirmed Hire – Send to UHR (UHR Recruitment)
10. HR Finalize Hire (UHR Recruitment)
Transitions: Merit Temporary Hiring Proposal

Draft
1. Route for approval (move to Dept Chair/Director)
2. Route for approval (move to Dean/AVP)
3. Route for approval (move to President/Senior VP)
4. HR Liaison route for approval (move to UHR Rec)

Route for Approval (move to Dept Chair/Director)
1. Route for approval (move to Dean/AVP)
2. Route for approval (move to President/Senior VP)
3. Return Hiring Proposal (return to Posting Admin)

Route for Approval (move to Dean/AVP)
1. Route for approval (move to President/Senior VP)
2. HR Liaison route for approval (move to UHR Rec)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Route for Approval (move to President/Senior VP)
1. HR Liaison Route for approval (move to UHR Rec)
2. Return Hiring Proposal (return to Dean/AVP)
3. Return Hiring Proposal (return to Dept Chair/Director)
4. Return Hiring Proposal (return to Posting Admin)

Approved to Extend Offer
1. Final Verbal Offer Details
2. Offer Declined

Final Verbal Offer Details
1. Offer accepted, Confirmed hire – send to UHR
2. Offer Declined