Permanent SPA postings should always be created from a position Title in order to pull data from the HRIS System which is needed to populate the data fields for the new posting. Changes needed to information fed from HRIS must be requested in HRIS and approved by OHR. The minimum posting period is 5 business days, but can be longer if necessary.

**Posting Workflow**

- **Department HR Representative**
  - Initiates Posting *(Create from Title)*
  - Determines the appropriate Applicant Workflow State

- **SPA Dept/Division Approver**
  - Reviews and Approves Posting
  - May also initiate Posting

- **OHR Employment Consultant**
  - Reviews and Posts the Posting

**Selection and Hiring Workflow**

- **Department HR Representative**
  - If designated access, may change applicant workflow statuses and indicate Non Selection Reasons
  - Initiates Selection and Hiring proposal for selected candidate

- **SPA Dept/Division Approver**
  - Reviews and Approves Selection and Hiring Proposal

- **OHR Employment Consultant**
  - Approves and extends offer
  - Transitions posting to Filled

*Hiring Supervisor*

If designated access, may change applicant workflow statuses and indicate Non Selection Reasons