Temporary EPA Non-Faculty postings should always be created from Title in order to pull in Position Data from EPA Web. If a Title is not found on the Title Search screen contact EEO. The minimum posting period is 3 calendar days, but can be longer if necessary. The position will need to be created in EPA Web first. It is then fed to PeopleAdmin as a Title. The Title feed occurs twice daily (6am and noon). Modifications to posting fields must be initiated in EPA Web and approved by EPA Non-Faculty Office. Department HR Rep notifies EEO to make the changes in PeopleAdmin.

**Posting Process Workflow**

- Department HR Representative
  - Initiates Posting
    (Creates from Title only)
- EEO
  - Reviews and Posts or Approves Waiver

**Applicant Review**

A Department HR Representative reviews applicants after the posting period has elapsed and enters the appropriate workflow state for each applicant.

- Once a candidate is recommended for hire the Department HR Representative can initiate the Selection and Hiring Proposal.
- For Waivers, the HR Representative will receive an email with a link that allows the HR Representative or selected candidate to apply for the position before the posting close date.

**Selection and Hiring Proposal Workflow**

- Department HR Representative
  - Initiates and approves Selection and Hiring Proposal
  - Updates applicants who were not selected for hire to a "Not Hired" status
  - When applicable, transitions Posting to filled, which is the final step