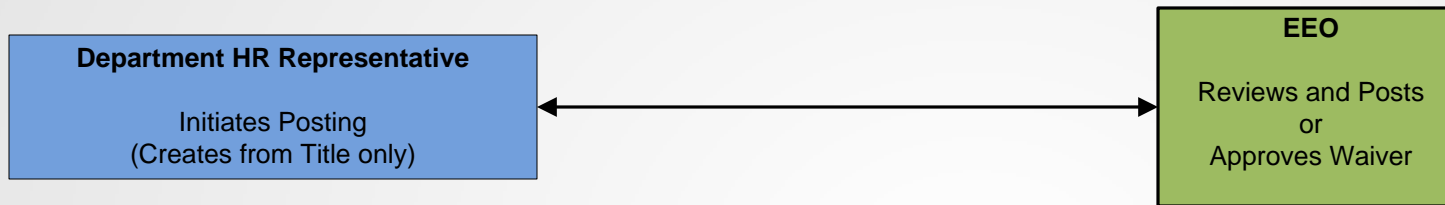# Process Flow: Temporary EPA Non-Faculty

Temporary EPA Non-Faculty postings should always be created from <u>Title</u> in order to pull in <u>Position</u> Data from EPA Web. If a <u>Title</u> is not found on the <u>Title</u> 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 <u>Title</u>. The <u>Title</u> 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