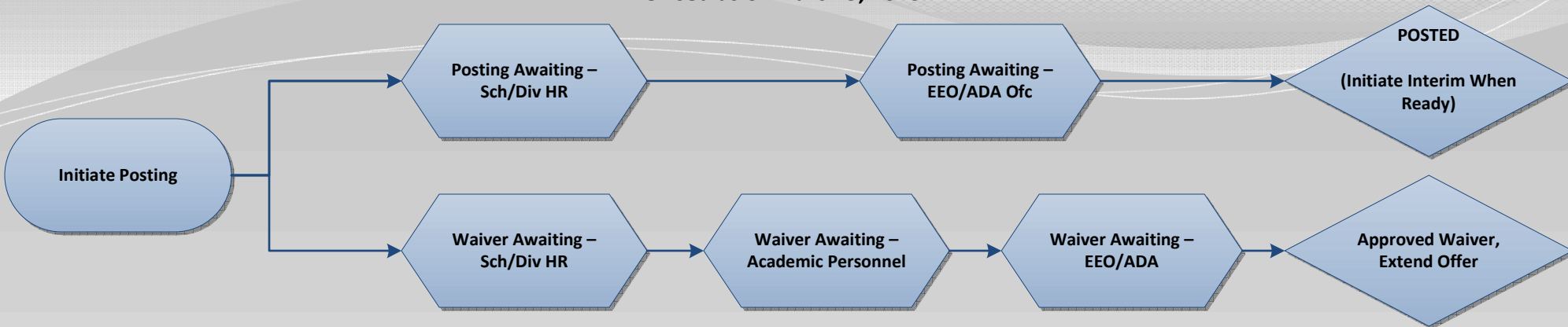


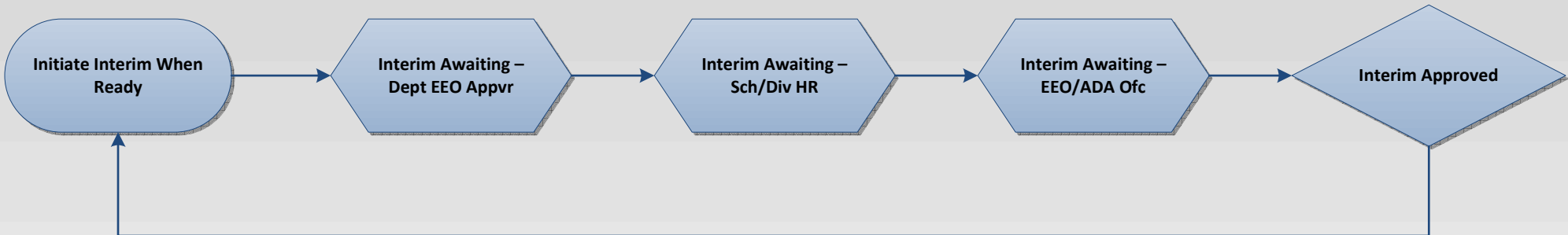
Permanent Faculty Workflows

*Revised as of March 5, 2013

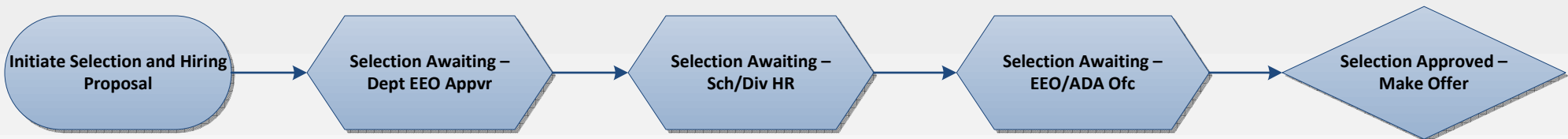
Posting/Waiver



Interim



Selection



Workflow States reflect the various approval stops a posting, waiver, interim, and/or selection must pass through before the action can be approved.

Posting Workflow States:

Draft
Posting Awaiting-Div/Sch HR
Posting Awaiting-EEO/ADA

Interim Workflow States:

Initiate Interim When Ready
Interim Awaiting-Dept EEO Appvr
Interim Awaiting-Div/Sch HR
Interim Awaiting-EEO/ADA
Interim Pool Approved

Selection Workflow States:

Draft
Selection Awaiting-Dept EEO Appvr
Selection Awaiting-Div/Sch HR
Selection Awaiting-EEO/ADA
Selection Approved-Make Offer

Waiver Workflow States:

Draft
Waiver Awaiting-Div/Sch HR
Waiver Awaiting-EEO/ADA
Waiver Awaiting-Academic Personnel
Waiver Approved-Make Offer

Workflow Owners – represent roles which designate a particular individual as being able to originate, approve, and/or view recruitment actions for their area.

Department HR Representative
Department EPA Approver (FYI only)
Department EEO Approver
School/Division HR
EEO/ADA Office
Academic Personnel
Search Committee Member

KEY POSTING POINTS:

Permanent Faculty postings may be created from a Position Type, which are comprised of mostly blank data fields, or from a Posting which copies stored information from an existing posting to the new posting. The information copied from the previous postings can be updated as needed. The minimum posting period is 30 or 45 days (depending on the appointment type).

After posting the position, the EEO/ADA Office will return the Posting to the Dept HR Representative with a Status of ***Initiate Interim When Ready***.

Once a waiver is approved by the EEO/ADA Office and the offer has been accepted, Departments may initiate a New Employment Action in EPA Web.

KEY INTERIM POINTS:

After a minimum posting period of 30 to 45 days have elapsed (depending on appointment type) the department is ready to initiate the Interim Review. First the department should update Applicant Workflow Statuses and Reason Codes as appropriate. Once the applicant workflows have been updated, via the Summary tab, mouse over Take Action on Posting and submit the Interim Review to the next level of approval.

NOTE: An interim review identifying candidates selected for telephone interview (if this process is used by the department) needs to be submitted and approved by the EEO/ADA Office. Another interim review identifying the candidates selected for onsite interviews needs to be submitted and approved by the EEO/ADA Office prior to conducting onsite interviews. If the candidate recommended for hire was one of the candidates approved for interview on the interim review, the department can initiate the Selection and Hiring Proposal without submitting another interim review.

After reviewing and approving the Interim Review the EEO/ADA Office will return the Posting to the Originator with a status of either 1) ***Interim Pool Approved***, which means the position is still being advertised and applications accepted or 2) ***Interim Pool Approved (Closed)***, which means the position is no longer being advertised and applications are no longer accepted.

KEY SELECTION POINTS:

A Selection and Hiring Proposal is initiated from the selected candidate's Job Application. Mouse over Take Action on Job Application and select Recommend for Hire. Then click the Start Selection and Hiring Proposal link. A separate Selection and Hiring Proposal needs to be completed for each applicant that is Recommended for Hire. The Selection and Hiring Proposals need to be routed for approval before an offer may be extended.

Originator - Once the EEO/ADA Office approves the Selection and Hiring Proposal, the department can extend the offer of employment. Once the offer is accepted, Take Action on Hiring Proposal status should be changed to Offer Accepted. (This will automatically change the applicant to Hired in PeopleAdmin). Return to the Posting and update all Non-Selection Reason Codes for remaining active applicants and Changes Posting Status to Filled (Take Action On Posting).