

# Process Flow: Permanent Staff (SPA)

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



## Selection and Hiring Workflow



### \*Hiring Supervisor\*

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