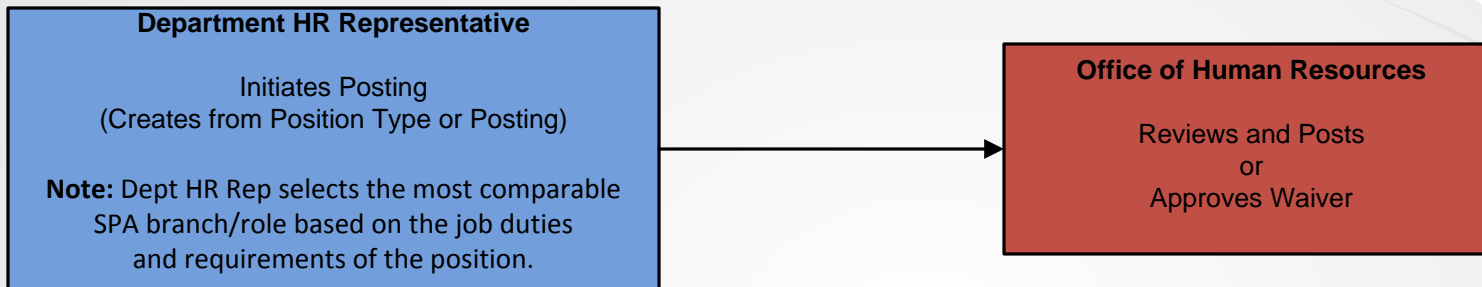


# Process Flow: Temporary SPA

Temporary SPA postings may be created from Position Type, which will create mostly blank fields or from Posting which copies stored information from an existing posting to the new posting. The minimum posting period is 3 calendar days, but can be longer if necessary.

## Posting Process Workflow



## 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.

The Department HR Representative recommends the Waiver Candidate for hire and then initiates the Selection and Hiring Proposal

## Selection and Hiring Proposal Workflow

