This workflow is also used to capture the approvals for posting a position.
Professional Posting Workflow

1. Hiring Manager creates posting.
2. Is the posting information correct?
   - No: Make Edits
   - Yes: Move to Human Resources
3. Is the Recruitment plan appropriate?
   - No: Contact Hiring Manager to discuss
   - Yes: Process Continued Below

Process Continued from Previous Page

1. Will this be posted internally?
   - No: Approved - Pending
     - Auto moves from Approved - Pending at 12:00 am on posting date.
   - Yes: Posting Internal
2. Approved - Pending
3. Posted
   - Auto moves from Posted, Reposted, or Internal status if Closing Date is populated.
4. Reposted
5. Closed/Remove from Web
   - Auto moves from Posted, Reposted, or Internal status if Closing Date is populated.
6. Filled
Professional Applicant Workflow Continued

1. **HR**
   - **Was posting up appropriate length of time?**
     - Yes: Move to EEO
     - No: Return applicant to Under Review by Department

2. **HR**
   - **Are applicants qualified?**
     - Yes: Move to EEO
     - No: HR calls department to resolve issues

3. **HR**
   - **Is pool diverse?**
     - Yes: Move applicants to Approved for Interview
     - No: HR Reposts with additional sources

4. **HR**
   - **Return applicant to Under Review by Department**

5. **HR**
   - **Are applicants qualified?**
     - Yes: Move applicant into Interviewed, Not Selected – Email when filled
     - No: Select appropriate disposition code

6. **HR**
   - **Will applicant be recommended for hire?**
     - Yes: Move applicant into Recommend for Hire
     - No: Select appropriate disposition code

7. **HR**
   - **Did applicant accept position?**
     - Yes: Move applicant into Recommend for Hire, Not Hired
     - No: Select appropriate disposition code

8. **Search Committee Schedules Interview**

9. **Process Continued Below**
Move to HR

Did the applicant accept the position?

Yes

Move to Offer Pending

Move to Offer Declined by Applicant

No

Move to Offer Pending

Do you have completed background check, DAV & New Person Info?

Yes

Move to HP Approved

No

Leave applicant in Offer Pending until docs are returned