Sraff Posting Workflow

Approval of Posting

- Hiring Manager creates posting.
- Is the posting information correct?
  - No → Make Edits
  - Yes → Move to Human Resources

Final Review of Posting – Ready to Post?
- Yes → Process Continued Below
- No → Contact Hiring Manager to discuss

Approved/Pending

Approval of Posting

Will this be posted internally?
- No → Process Continued from Above
- Yes → Posting Internal

Auto moves from Approved/Pending at 12:00 am on posting date.

Posted

- Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.

Closed/Remove from Web

Filled/Failed

Auto moves from Posted, Reposted, or Internal statuses if Closing Date is Populated.
Staff Applicant Workflow

Initial Review
- Under Review by Department (Applicant Reviewer evaluates applications)
  - Will the applicant be considered for interview?
    - Yes: Are you conducting phone screens?
      - Yes: Move applicant to Phone Pre-Screen Needed
        - Did you conduct a phone pre-screen?
          - Yes: Will applicant move forward?
            - Yes: Move applicant to Request to Interview
              - No: Move applicant to Not Interviewed, Not Selected – Email when filled
                Select appropriate disposition code
            - No: Move applicant to Phone Pre-Screened – Not Selected - Email when filled
              Select appropriate disposition code
      - No: Move applicant to Not Interviewed, Not Selected – Email when filled
        Select appropriate disposition code
    - No: Move applicant to Not Interviewed, Not Selected – Email when filled
      Select appropriate disposition code

Process Continued from Above
- Interviews & Hiring Decision Made
  - Did applicant approved for interview decline/cancel pre-interview?
    - Yes: Move applicant to Approved for Interview, Not Selected – Email when filled
      Select appropriate disposition code
    - No: Will you be recommending candidate for hire?
      - Yes: Move to Recommend For Hire
        - Auto moves when Offer Accepted by Applicant
          - Hired
      - No: Move applicant to Interviewed, Not Selected – Email when filled
        Select appropriate disposition code