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# **Creating New Position Description (Any position that is not active in PA)**

1. Hiring Manager/Initiator

* Can initiate creation of Job Description
* Can advance to Department Head

1. Department Head

* Can advance to College HR
* Can return to Hiring Manger

1. College HR

* Will advance to SCC -HR for creation in HRMS
* Can advance to any position in work flow once SCC-HR has added position number
* Can return to Department Head and Hiring Manager
* Final review and sign-off
* Can return to any stage of the workflow

1. SCC HR

* Will receive PD from College HR to enter into HRMS and update PD with position number.
* Will return to College HR
* Can advance to any position in workflow.

1. Class Comp HR

* Can advance to Dean/Director
* Can return to College HR

1. Dean/Director

* Can Advance to Executive Cabinet/VP/Provost
* Can return to Class Comp HR

1. Executive Cabinet/VP/Provost

* Can advance to President/Senior AVC or Finance
* Can return to Dean/Director

1. President/Senior AVC

* Can advance to Finance
* Can return to Executive Cabinet/VP/Provost

1. Finance

* Can advance to Grants, Foundation Accounting, Workforce Accounting and College HR
* Can return to President/Senior AVC

1. Grants

* Can advance to College HR
* Can return to Finance

1. Foundation Accounting

* Can advance to College HR
* Can return to Finance

1. Workforce Accounting

* Can advance to College HR
* Can return to Finance

1. SO HR Consultant

* For Pay Band 4 and above (depending on the school) Approves and returns to College HR

# **Modifying Position Description (example: Personnel Change or approval for active position)**

1. Hiring Manager/Initiator

* Can initiate creation of approval and modifications
* Can advance to Department Head

1. Department Head

* Can advance to College HR
* Can return to Hiring Manger

1. College HR

* Can advance to any position in workflow
* Can return to Dept Head

1. Class Comp HR

* Can advance to Dean/Director
* Can return to College HR

1. Dean/Director

* Can Advance to Executive Cabinet/VP/Provost
* Can return to Class Comp HR

1. Executive Cabinet/VP/Provost

* Can advance to President/Senior AVC or Finance
* Can return to Dean/Director

1. President/Senior AVC

* Can advance to Finance
* Can return to Executive Cabinet/VP/Provost

1. Finance

* Can advance to Grants, Foundation Accounting, Workforce Accounting and College HR
* Can return to President/Senior AVC

1. Grants

* Can advance to College HR
* Can return to Finance

1. Foundation Accounting

* Can advance to College HR
* Can return to Finance

1. Workforce Accounting

* Can advance to College HR
* Can return to Finance

1. College HR

* Final review and sign-off
* Can return to any stage of the workflow

1. SO HR Consultant

* For Pay Band 4 and above (depending on college) Approves and returns to College HR

# **Posting Approved Position**

1. Hiring Manger/ Initiator

* Can create posting for position
* Can advance to College HR

1. College HR

* Can advance to SSC HR
* Can return to Hiring Manager

1. SCC HR

* Can approve for posting.
* Can return to College HR or Hiring Manager
* Will Notify Diversity of Executive Level Positions

# **Hiring Proposal**

1. Hiring Manager/ Initiator

* Can advance to the department head or College HR

1. Dept. Head

* Can advance to College HR
* Can return to Hiring Manager

1. College HR

* Can advance to any stage in the workflow
* Can return to Department head or Hiring Manager

1. Credentialing (only for faculty positions)

* Will receive from College HR
* Can return to College HR

1. Class Comp HR

* Can advance to Dean/Director
* Can return to College HR

1. Dean/Director

* Can advance to Executive Cabinet/VP/Provost
* Can return to Class Comp HR

1. Executive Cabinet/VP/Provost

* Can advance to President/Senior AVC or Finance
* Can return to Dean/Director

1. President/ Senior AVC

* Can advance to Finance
* Can return to Executive Cabinet/VP/Provost

1. Finance

* Can advance to Grants, Foundation Accounting, Workforce Accounting and College HR
* Can return to President/Senior AVC

1. Grants

* Can advance to College HR
* Can return to Finance

1. Foundation Accounting

* Can advance to College HR
* Can return to Finance

1. Workforce Accounting

* Can advance to College HR
* Can return to Finance

1. College HR

* Can move to Hire Approved
* Can return to any workflow stage

1. SO HR Consultant

* Receives from College HR
* Returns to college HR with approval.

1. SCC HR

* Can move to Hire Finalized
* Can move to On Hold Pending Onboarding
* Can return to any workflow stage

**Applicant Process**

1. College HR

* Can be the starting state for applicants
* Can move applicants to any phase of the workflow

1. Search Committee

* Can be the starting state for applicants
* Applicants can be moved to the search committee by College HR

1. Hiring Manager
   * Part of the search committee
   * Can be a starting point for applicants to be reviewed
   * Can move applicants to the next phase in the workflow
2. SSC HR
   * Once selected as “Recommended for Hire” will perform background check

**FWS Hiring Proposal**

1. Hiring Manager

* Can initiate hiring proposal
* Can move to Department head, College HR or Financial Aid

1. Department Head

* Can move to College HR
* Can return to Hiring Manager

1. Financial Aid

* Receives from Hiring Manager or College HR
* Can return to Hiring Manager or College HR

1. College HR/Consultation

* Will receive from Hiring Manager, Department Manager or Financial Aid
* Moves to Hire Approved
* Has ability to move to any state in the workflow

1. SSC HR

* Receives from College HR
* Can move to On Hold-Pending Onboarding
* Can move to Hire Finalized

**Adjunct Hiring Proposal**

1. Hiring Manager

* Can initiate
* Can send to Dept Head, College HR, and Financial Aid

1. Department Head

* Can send to College HR
* Can return to Hiring Manager

1. Financial Aid

* Can send to College HR
* Can return to Hiring Manager

1. College HR/Consultation

* Can move to any stage in the workflow

1. Credentialing

* Receives from College HR
* Can return to College HR

1. Executive Cabinet/VP/Provost

* Can send to Make Offer
* Can return to College HR

1. Make Offer

* This is the Hiring Manager

1. Offer Accepted

* This is College HR

1. SSC HR (Hire Approved)

* Receives from College HR
* Can move to On Hold- Pending Onboarding
* Can move to Hire Finalized
* Can return to Offer Accepted