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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