



1. Departments complete the appropriate Student or Casual Labor form provided by Human Resources (for Casual Labor) or by Student Employment (for Students). The departments complete all supervisor approvals and initial budget approvals prior to submitting request to HR/SEC.
2. HR/SEC verifies that all information on the form was completed. If any information was excluded, HR/SEC will contact the department and obtain the needed information.
3. HR/SEC begins the posting process in PeopleAdmin. The information included on the form will be used for the posting timeframe.
4. HR/SEC approves the posting and depending on the timeframe indicated, either posts to the web at that time, or sets a future posting date provided by the department.
5. PeopleAdmin posts to the web automatically on the timeframe provided by the departments.
6. The position is posted to the web at that time and will remain on the PeopleAdmin site for a minimum of 3 days. Employment Applications are immediately available for the Hiring Manager to view as the position is posted to the web. There is no delay between this step and the next.
7. The Applications are viewable by the Hiring Manager at the same moment the position is posted to the web. As soon as the applicant hits the 'submit' button, it will appear to the Hiring Manager for review.
8. The departments conduct their internal review process for the applicants via phone interviews, campus interviews, etc. Once they decide on the candidate and all their positions attached to the posting (if posting is a multiple positions available posting) are filled, they communicate that to HR/SEC and their search is closed and removed from the web.
9. HR/SEC closes and removes the position from the web, allowing the departments to extend the offer to the candidate.
10. The departments extend the initial offer to the candidate. Upon acceptance, the departments begin the Hiring Proposal for the candidate (formally known as the New Hire Personal Action Form). The department provides the name of the candidate to HR so that they can begin the background investigation. The candidate also must attend in-processing in HR before they can be officially hired. The BI is a requirement of all Casual Labor positions and certain student positions.
11. The Hiring Manager submits the completed Hiring Proposal to Budgets or Grants. (For Casual Labor purposes, the request actually goes to a representative in the Budget or Grants Department for approval. OSSRP is included in the Grants box and will conduct their approval of the grant funded position with someone in the Grants Department. For Student purposes, the request is submitted to SEC and if the position needs to be reviewed by Budgets or Grants, SEC will notify those departments and inform them that it is a request they will need to approve. For Institutional Students, SEC will act as the approver since Budgets or Grants does not approve those positions.)
12. Budgets approves all budget line information on the Hiring Proposal and either submits to HR/SEC, or returns to the departments if there are errors or discrepancies. Budgets also has the ability to forward to Grants if it is a Grant funded position.
13. A representative from OSSRP will have access to view all Hiring Proposals that are submitted to Grants. Before Grants approves the Hiring Proposal, they will conduct their internal communications with OSSRP as normal. Grants approves all budget line information on the Hiring Proposal and either submits to HR/SEC, or returns to the departments if there are errors or discrepancies. Grants also has the ability to forward to Budgets if it is not a Grant funded position.
14. HR/SEC has the final approval of the Hiring Proposal and reviews the results of the Background Investigation as well as conducts In-processing if the candidate has not attended one at this time.
15. The final approved Hiring Proposal is submitted to Records Management for entry into PeopleSoft.