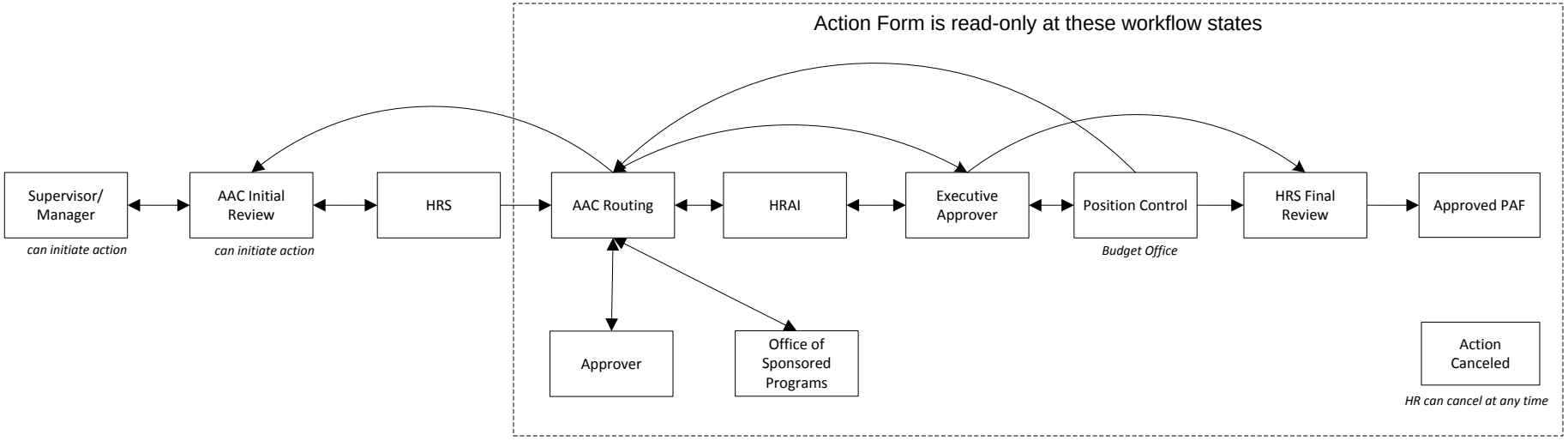
University of Idaho

5/27/2014

Staff/Professional: New Position Action & Modify Position Action Workflow



***Actions only need to be sent to Position Control for the following reasons:

1) A PCN needs to be reactivated
2) A “New” position is being created and will utilize a PCN below 9000

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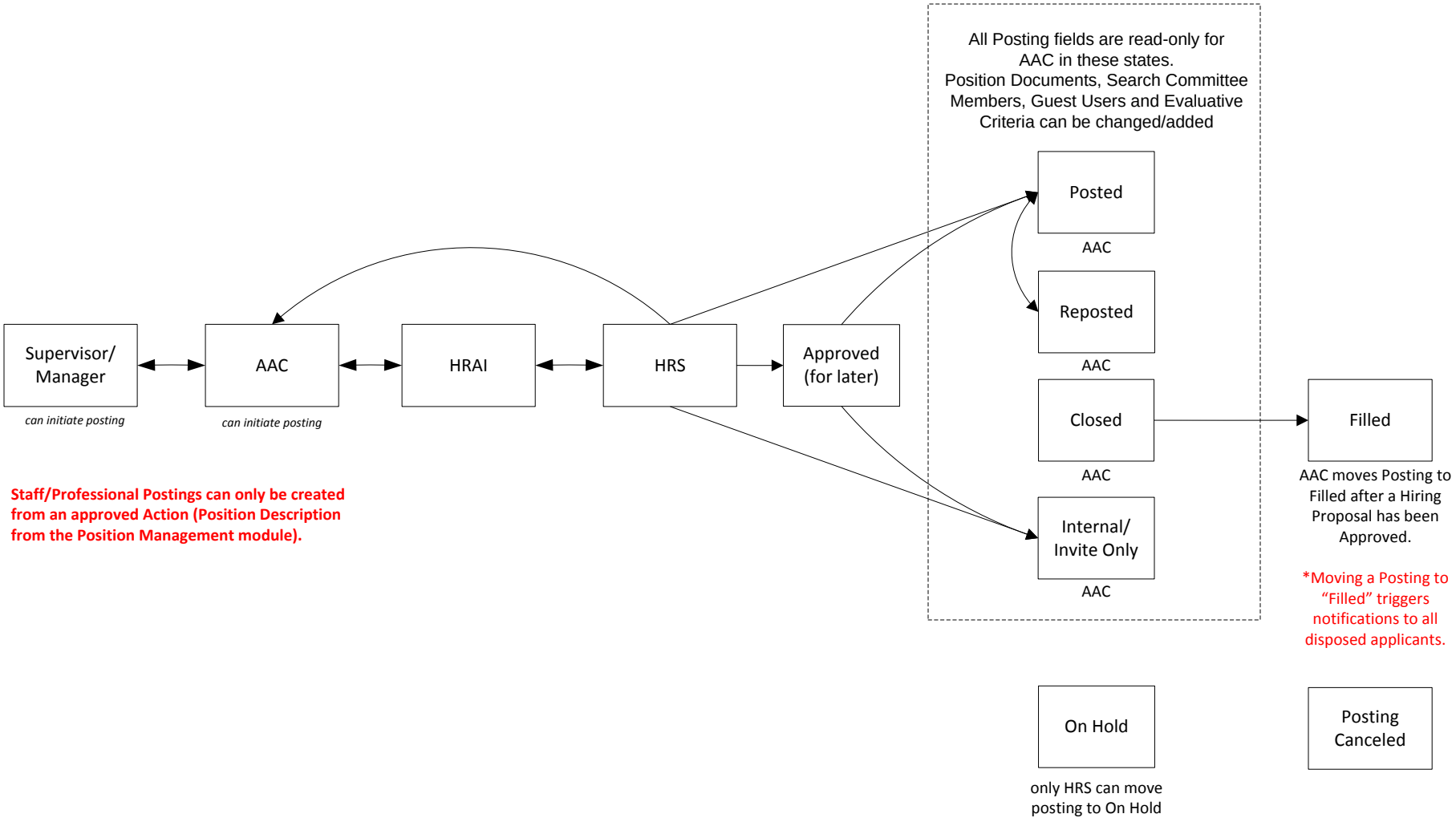
5/27/2014

Staff/Professional Postings



Staff/Professional Postings can only be created from an approved Action (Position Description from the Position Management module).

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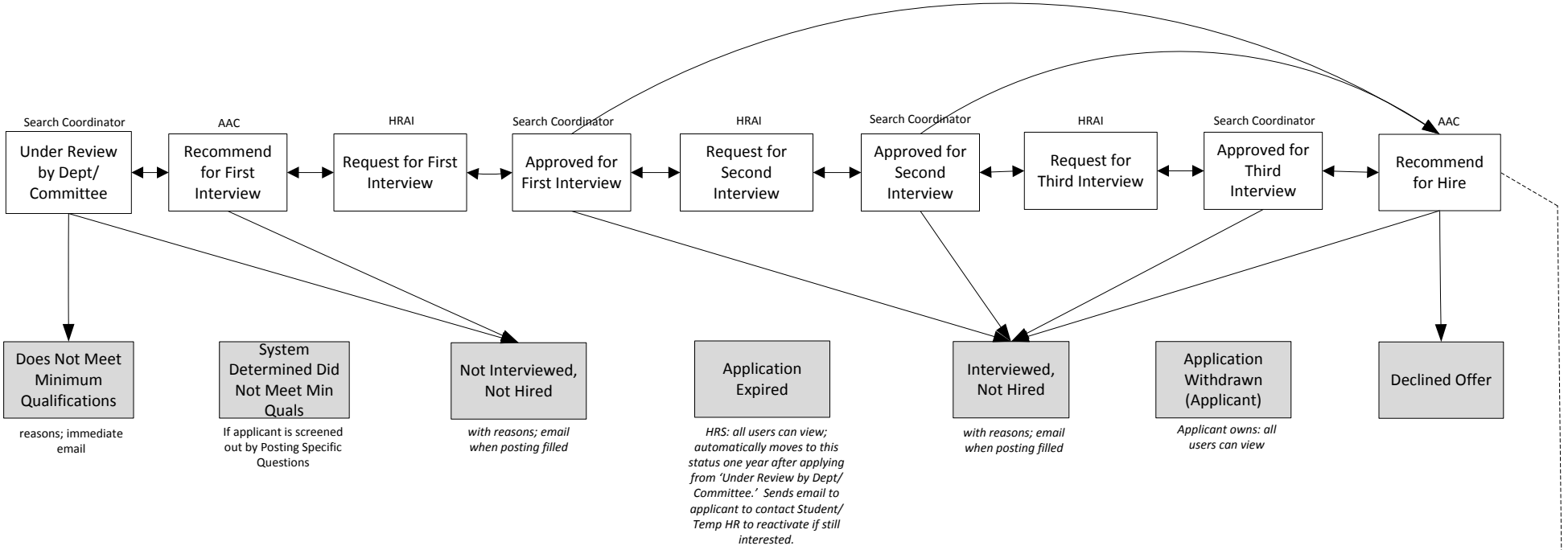
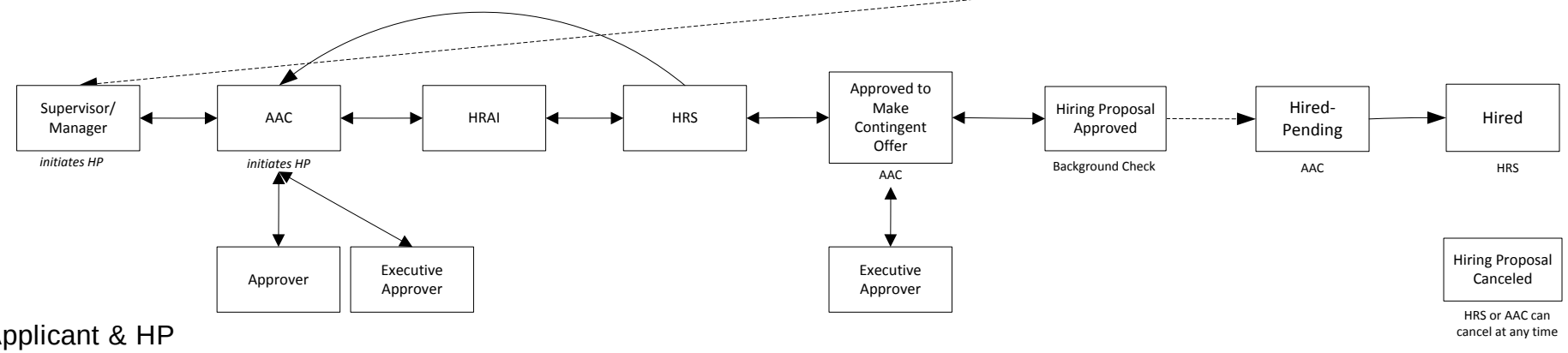
Staff / Professional Applicant Workflow



Staff/Professional Hiring Proposal Workflow



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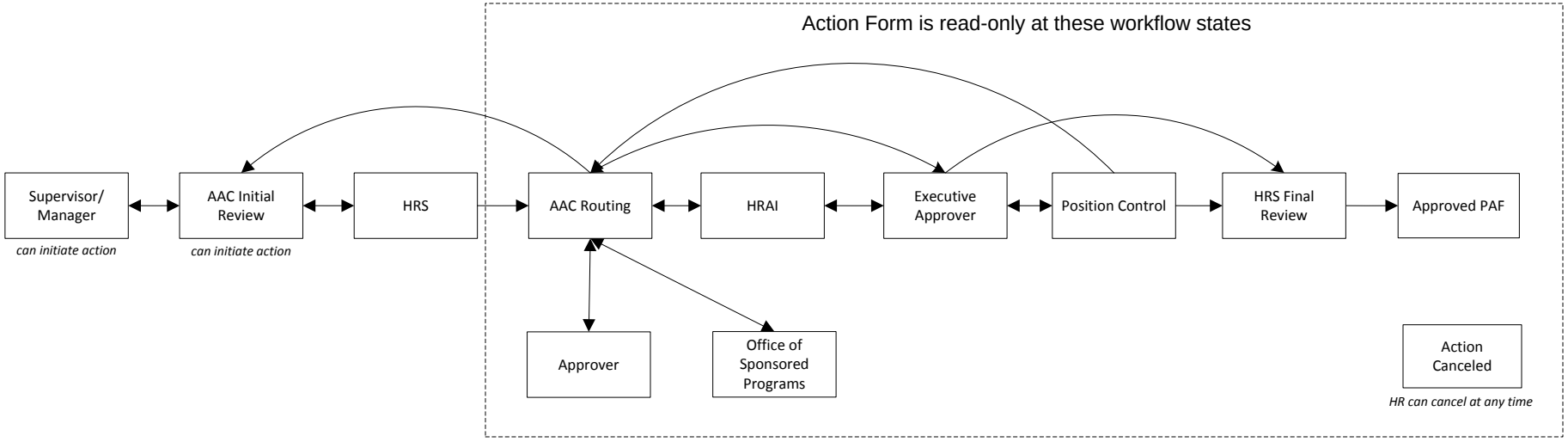
Faculty: New Position Action & Modify Position Action Workflow



*****Actions only need to be sent to Position Control for the following reasons:**

1) A PCN needs to be reactivated

2) A "New" position is being created and will utilize a PCN below 9000

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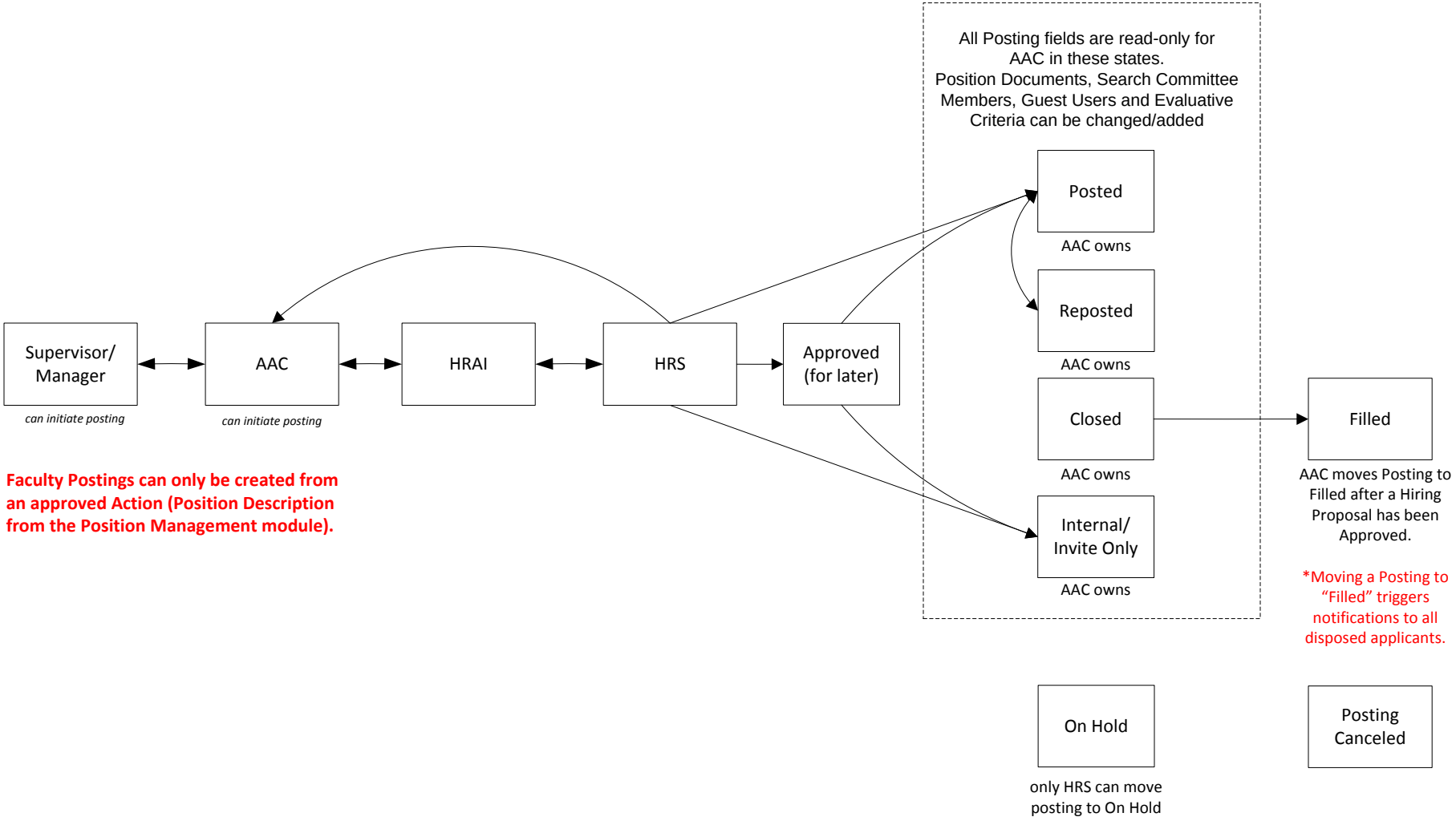
Faculty Postings



Faculty Postings can only be created from an approved Action (Position Description from the Position Management module).

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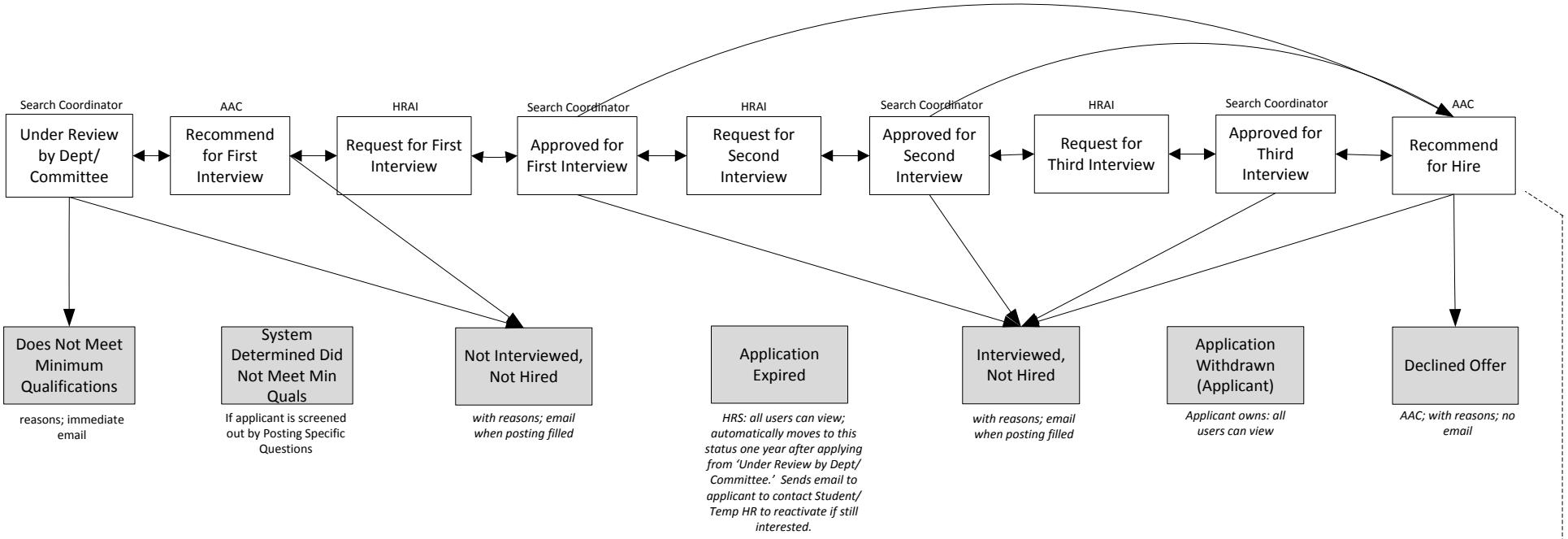
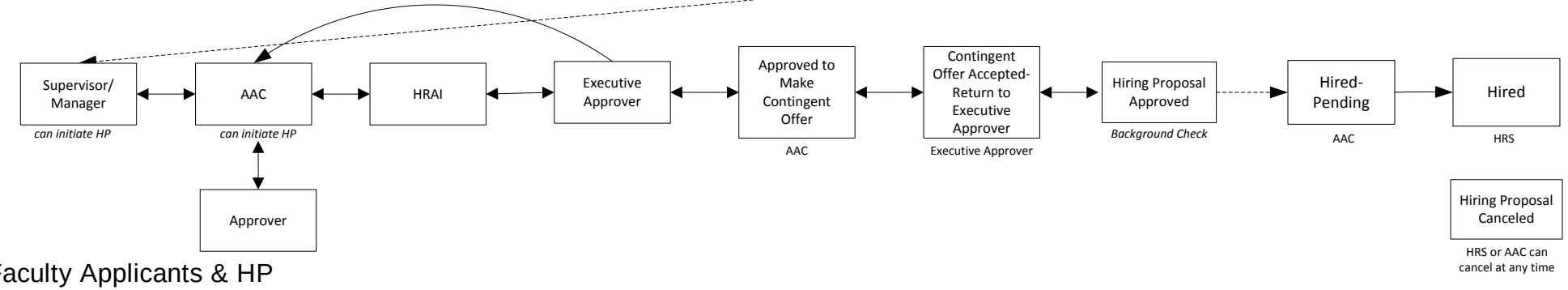
Faculty Applicant Workflow



Faculty Hiring Proposal Workflow



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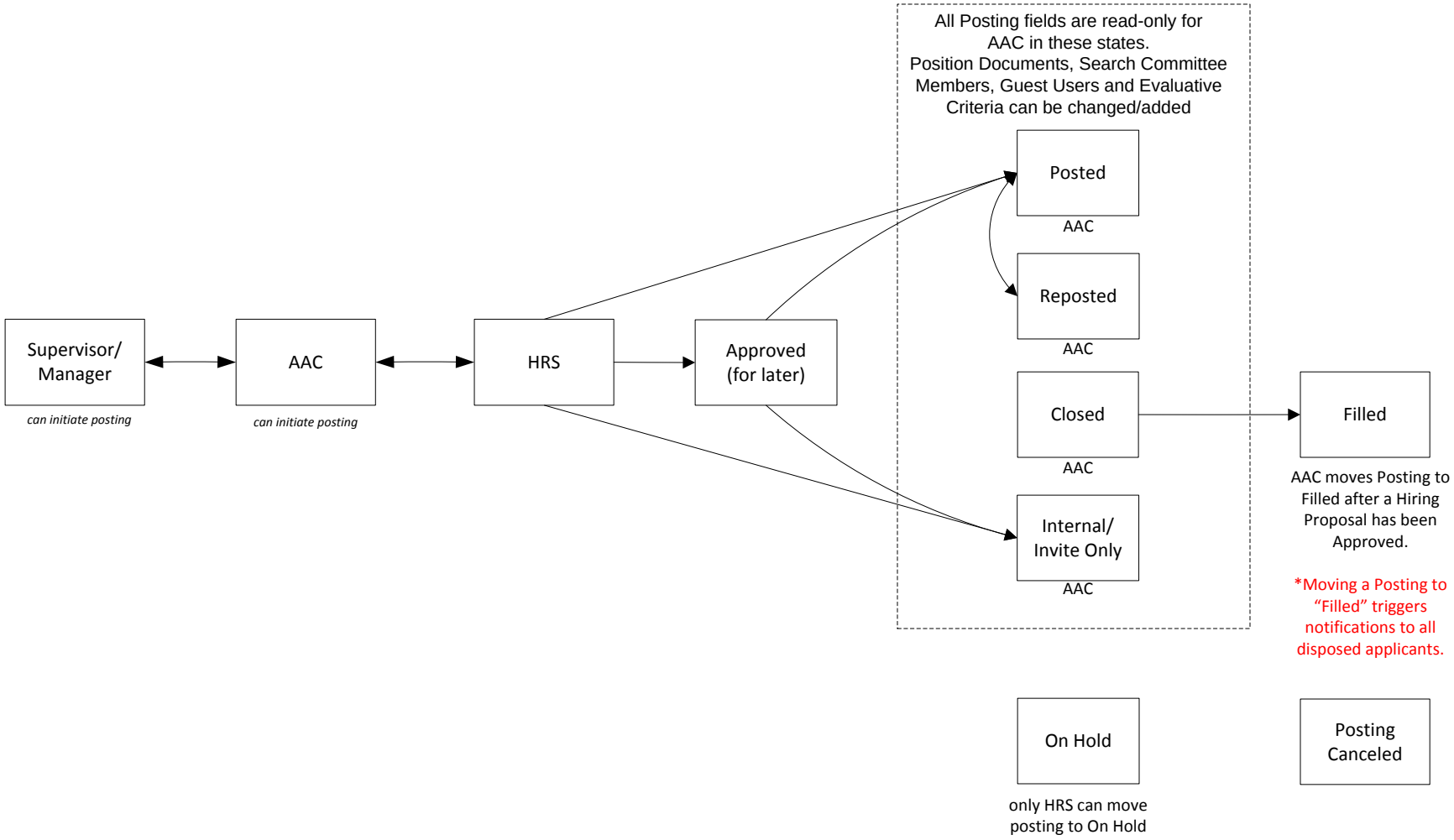
Student/Temporary Postings



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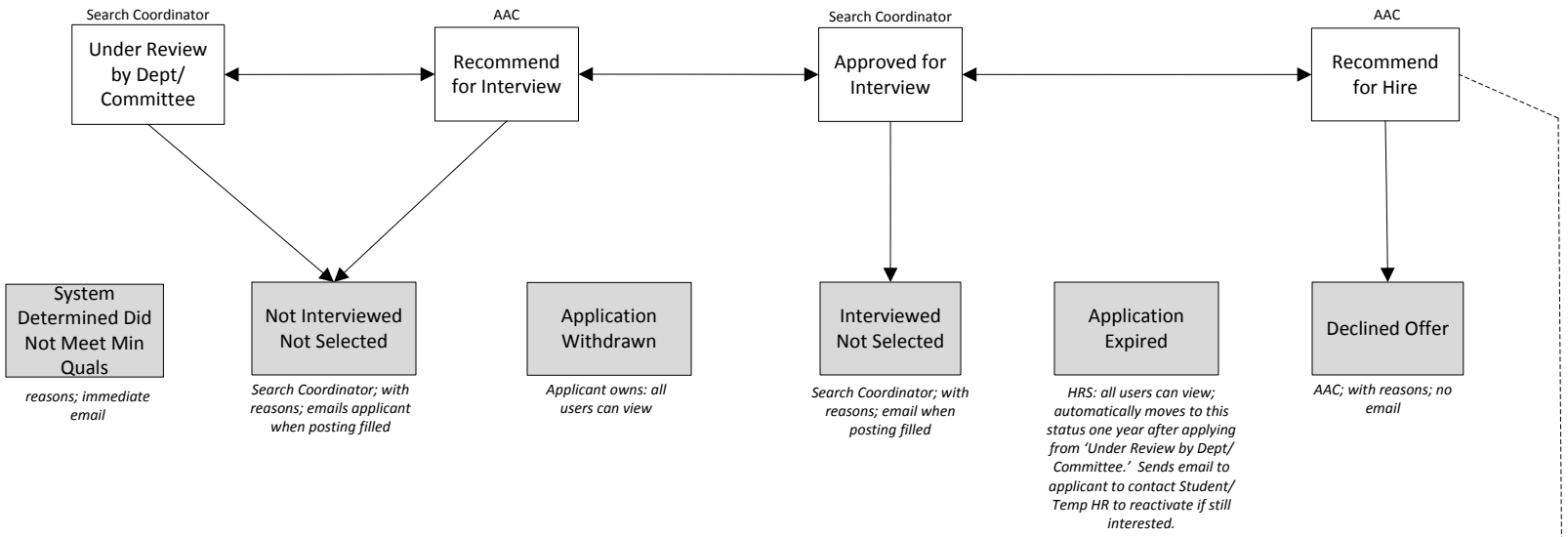
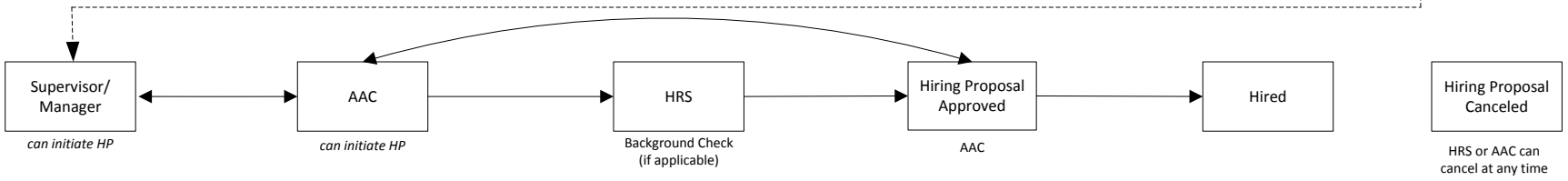
Student/Temporary Applicant Workflow



Student/Temporary Hiring Proposal Workflow



***If a Student/Temporary position requires a criminal background check the Hiring Proposal must be sent to HRS.