Process for Waived, Internal/Invite Only Searches

1) An internal/invite only, waived search needs a waiver from HRAI. This should be requested in the Waiver page/tab in Applicant Tracking in PeopleAdmin. If it is a temporary posting, the department should email HRAI for a waiver and upload it into PeopleAdmin before sending the posting on.
2) HR will post it as an internal/invite only.
3) After the announcement is posted internal/invite only, HR emails the link to the administrator who entered the position into People/Admin.
4) The administrator sends the application link to the applicant.
5) The applicant fills out the application and notifies the administrator that it is complete.
6) The administrator notifies HR that the application is complete.
7) HR moves the applicant to “Recommended for Hire” in the applicant workflow so that the Hiring Proposal can be started.
8) The administrator or AAC begins the Hiring Proposal. If this is a Student/Temporary hire, indicate whether the applicant needs a background check.
9) Once the applicant has moved through the standard hiring proposal process, the AAC moves the applicant to “Hired” status and the posting to “Filled.”
10) The applicant may be hired when the Hiring Proposal is complete.