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

Action Form is read-only at these workflow states

Staff/Professional Actions

***Actions only need to be sent to Position Control for the following reasons:
1) A permanent PCN needs to be reactivated – number below 9000
2) A "New" permanent position is being created and will utilize a PCN below 9000
Staff/Professional Postings can only be created from an approved Action (Position Description from the Position Management module).

*Only when instructional components exist w/a waiver request.*

All Posting fields are read-only for AAC in these states. Position Documents, Search Committee Members, Guest Users and Evaluative Criteria can be changed/added.

AAC moves Posting to Filled after a Hiring Proposal has been Approved.

*Moving a Posting to “Filled” triggers notifications to all disposed applicants.*

only HRS can move posting to On Hold.
University of Idaho
02/26/2015

Staff / Professional Applicant Workflow

Staff/Professional Hiring Proposal Workflow

S-P Applicant & HP
***Actions only need to be sent to Position Control for the following reasons:
1) A permanent PCN needs to be reactivated – number below 9000
2) A “New” permanent position is being created and will utilize a PCN below 9000
Faculty Postings can only be created from an approved Action (Position Description from the Position Management module).

All Posting fields are read-only for AAC in these states. Position Documents, Search Committee Members, Guest Users and Evaluative Criteria can be changed/added.

- **Posted**: AAC owns
- **Reposted**: AAC owns
- **Closed**: AAC owns
- **Filled**: AAC moves Posting to Filled after a Hiring Proposal has been Approved.
- **Internal/Invite Only**: AAC owns
- **On Hold**: only HRS can move posting to On Hold
- **Posting Canceled**:

*Moving a Posting to “Filled” triggers notifications to all disposed applicants.*
Student/Temporary Postings

All Posting fields are read-only for AAC in these states:
Position Documents, Search Committee Members, Guest Users and Evaluative Criteria can be changed/added.

- Posted
  - AAC

- Reposted
  - AAC

- Closed
  - AAC

- Internal/Invite Only
  - AAC

- Filled
  - AAC moves Posting to Filled after a Hiring Proposal has been Approved.
  - *Moving a Posting to “Filled” triggers notifications to all disposed applicants.

- On Hold
  - only HRS can move posting to On Hold

- Posting Canceled
Student/Temporary Applicant Workflow

- **Not Interviewed**
  - System Determined Did Not Meet Min Quals
    - reasons; email when posting filled

- **Not Selected**
  - Search Coordinator
    - with reasons; emails applicant when posting filled

- **Application Withdrawn**
  - Applicant owns: all users can view

- **Interviewed**
  - Search Coordinator
    - with reasons; email when posting filled

- **Recommended for Interview**

- **Recommended for Hire**

**Under Review by Dept/Committee**

**Application Expired**

**Declined Offer**

AAC; with reasons; no email

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by Dept/Committee</td>
<td>Recommended for Interview or Recommended for Hire are under review by the department/committee.</td>
</tr>
<tr>
<td>Application Withdrawn</td>
<td>Applicant owns: all users can view.</td>
</tr>
<tr>
<td>Interviewed</td>
<td>Search Coordinator; with reasons; email when posting filled.</td>
</tr>
<tr>
<td>Recommended for Interview</td>
<td>AAC; with reasons; no email.</td>
</tr>
<tr>
<td>Recommended for Hire</td>
<td>Declined Offer; AAC; with reasons; no email.</td>
</tr>
</tbody>
</table>

Student/Temporary Hiring Proposal Workflow

- **Supervisor/Manager**
  - can initiate HP

- **AAC**
  - can initiate HP

- **Hiring Proposal Approved**
  - HRS Review - Background Check (if applicable)

- **Hired-Pending**
  - AAC

- **Hired**

- **Hiring Proposal Canceled**
  - HRS or AAC can cancel at any time

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor/Manager</td>
<td>can initiate HP</td>
</tr>
<tr>
<td>AAC</td>
<td>can initiate HP</td>
</tr>
<tr>
<td>Hiring Proposal Approved</td>
<td>HRS Review - Background Check (if applicable)</td>
</tr>
<tr>
<td>Hired-Pending</td>
<td>AAC</td>
</tr>
<tr>
<td>Hired</td>
<td></td>
</tr>
<tr>
<td>Hiring Proposal Canceled</td>
<td>HRS or AAC can cancel at any time</td>
</tr>
</tbody>
</table>

University of Idaho
02/26/2015

Page 8 of 8

Student-Temp Applicants & HP