**Actions only need to be sent to AA/EEO if the action includes a search waiver.**
Staff/Professional Postings can only be created from an approved Action (Position Description from the Position Management module).

Some 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 Final Disposition 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.
**Staff / Professional Applicant Workflow**

1. Under Review by Dept/Committee
   - by Search Coordinator

2. Recommend for Interview
   - by AAC

3. Request for first Interview
   - by AAEEO

4. Approved for first interview
   - by Search Coordinator

5. Move to second interview
   - by Search Coordinator

6. Move to third Interview
   - by Search Coordinator

7. Recommend for Hire
   - by AAC

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**Staff/Professional Hiring Proposal Workflow**

1. Supervisor/Manager
   - can initiate HP

2. AAC Initial review
   - can initiate HP

3. New Hire Salary Determination
   - by HRS

4. AAC Routing
   - by HRS

5. AAEEO
   - by AAC

6. HRS
   - by AAC

7. Negotiations
   - by Approver (optional stop)

8. Approved to Make Contingent Offer
   - by AAC

9. Background Check
   - by HRS

10. Approved to make final offer
    - by AAC

11. Hired
    - by HRS

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- **If requested salary (before or after contingent offer) is above the maximum target rate for the candidate, executive approval and presidential approval will be needed.**

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**Applicant Dispositions:**

- System Determined Did Not Meet Minimum Qualifications
  - (with reasons; emails applicant when posting filled)

- Does Not Meet Minimum Qualifications
  - (with reasons; emails applicant when posting filled)

- Not Interviewed, Not Selected
  - (Search Coordinator; with reasons; emails applicant when posting filled)

- Declined Interview
  - (Applicant owns; all users can view)

- Interviewed, Not Selected
  - (Search Coordinator; with reasons; emails applicant when posting filled.)

- Application Expired
  - (HRS: all users can view; automatically moves to this status one year after applying from 'Under Review by Dept/Committee.' Sends email to applicant to contact Student/Temp HR to reactivate if still interested.)

- Declined Offer
  - (AAC, with reasons; no email)