

# Staff PeopleAdmin Application/Hiring Workflow

Under Review
by
Department/
Committee
(Search
Coordinator)

Reqest for First Interview

(Employment Equity)

Approved for Interview (Search

 $\Leftrightarrow$ 

Request for Hire

(Employment Equity)

Target Salary Calculation (HRS) Ready for Contingent Offer

(Search Coordinator) Background Check (HRS) Approved for Final Offer (Unit/College Review)

Hired (HRS)

OPTIONAL STOP from Under Review:

Unit/College Review Pre-Interview

#### **Optional stops:**

These stops used at the discretion of the hiring unit.
They are not required.
Unit/College Reviewers can send applications forward directly to the next approval stop, no need to return to search coordinator.

<u>OPTIONAL STOP</u> from Approved for Interview:

Coordinator)

Unit/College Review Pre-Request to Hire

## ADDITIONAL INTERVIEW STOPS

- Second Interview
- Third Interview

Any subsequent interviews after the first interview do not require any additional approvals.

OPTIONAL STOP from Ready for Contingent Offer:

Unit/College Review Pre-Offer

### For salary approvals above target:

The search coordinator will move the application to Executive Approver who will then move the application forward to Presidential Approver.

After review has been complete, the application will be moved back to Ready for Contingent Offer.

### **Inactive Applicant Dispositions:**

Applications not moving forward should be moved to one of these statuses.

- Does Not Meet Required Qualifications
- NO EMAIL Does Not Meet Required Qualifications (applicant will <u>not</u> receive automated email from system)
- Not Interviewed, Not Selected
- NO EMAIL Not Interviewed, Not Selected (applicant will <u>not</u> receive automated email from system)
- Withdrew/Declined Interview
- Interviewed, Not Selected
- Declined Offer