**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.

University of Idaho
Updated: Fall 2017
Staff / Professional Applicant Workflow

- Under Review by Dept/Committee
  - Recommend for Interview
  - Request for first Interview
  - Approved for first Interview
  - Move to second interview
  - Move to third Interview
  - Recommend for Hire

Staff/Professional Hiring Proposal Workflow

- Supervisor/Manager
  - AAC Initial review
  - New Hire Salary Determination
  - AACEO
  - AAC Routing
  - AAEEO
  - HRS
  - Negotiations
  - Approved to Make Contingent Offer
  - Move to second interview
  - Background Check
  - Approved to make final offer
  - Hired

** If requested salary is above the maximum target rate, then executive approval will be needed.

*** If salary negotiations put the salary over the target rate for the candidate, executive approval will be needed.

Applicant Dispositions:
- System Determined Did Not Meet Minimum Qualifications
- Does Not Meet Minimum Qualifications
- Not Interviewed, Not Selected
- Declined Interview
- Application Withdrawn
- Interviewed, Not Selected
- Application Expired
- Declined Offer