

Post Job for Recruitment

Department (Chair/Admin)

Various

Faculty Affairs

Review PeopleSoft

Is Position Created & Accurate?

YES

NO

Submit Position Management Action Form to Create or Update Position

Notify Department that Position is Created/Updated

Create/Update Position in PeopleSoft

Complete Job Card in CHRS Recruiting

Submit Job Card for Approval

Approved Job Card Reviewed and Updated by Coord. Fac Recruitment to Hire from Senior AVP for University Personnel

Tasks Completed Outside CHRS Recruiting

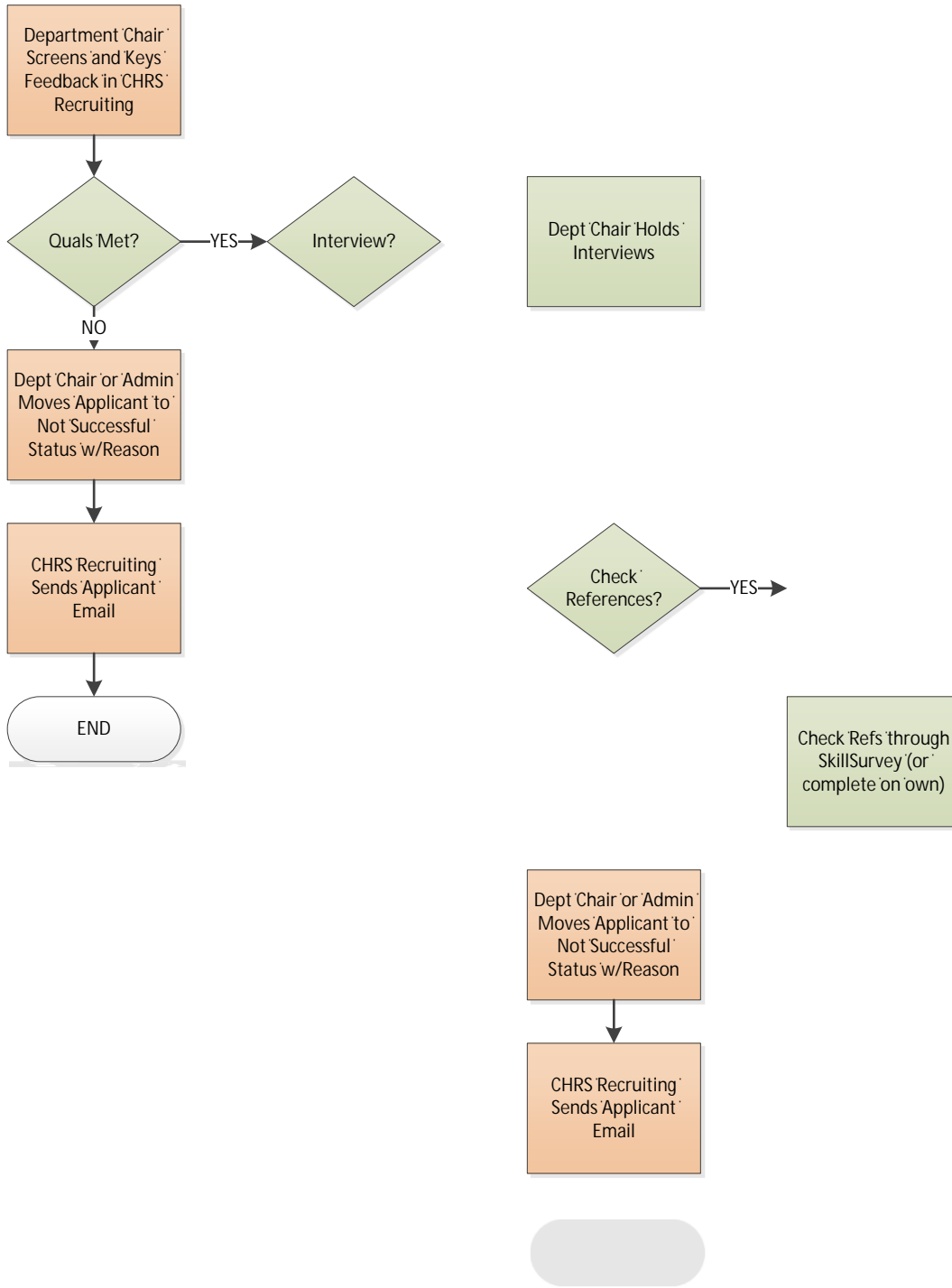
Tasks Completed in CHRS Recruiting

Tasks Completed in

Phase

Manage Recruitment

Department Chair – Qualification Review and Interviews (after Apps are routed)



Offer, Background Check & Hire (once finalist is selected and recruitment has been reviewed)

Faculty Affairs	Department	Candidate	Dean's Office