UP Recruiter

Affairs

Complete Job Card in CHRS Recruiting

Submit Job Card for Approval

R Completed in PeopleSoft

Approved Job Card Reviewed and Updated by Coord, Fac Recruitment

Coord, Fac Recruitment Posts Job for Recruitment

	Department Chair	Faculty Affairs	Senior Director, Faculty Affairs	Chief Diversity Officer	College Dean
Phase	Submits Request for Applicant Pool Report to be Run	Coord, Fac Recruitments Runs Applicant Pool & EEO Reports in CHRS Recruiting			Reviews EEO Report
		EEO report Forwarded for Review			
		Applicant Pool Report Forwarded for Review			
			Reviews Applicant Pool & EEO Report	Reviews Applicant Pool & EEO Report	
			Approved?		
	Department Must			Approved?	

Offer, Background Check & Hire (after reference checks are complete)			
Faculty Affairs	Department Admin	College Dean	Candidate