

Faculty & Staff Posting Process

Hiring Mgr

1) Create the Posting Form in OES

Department

2) Review and approve Posting Form

Division

3) Review and approve Posting Form

3a) Forward to **President** if position is new

President

3b) Review and approve Posting Form

HR

4) Review and provide initial approval

7) Provide final review and post the position

Budget

5) Determine if budgeted position and approve

Affirmative Action

6) Review and approve Posting Form