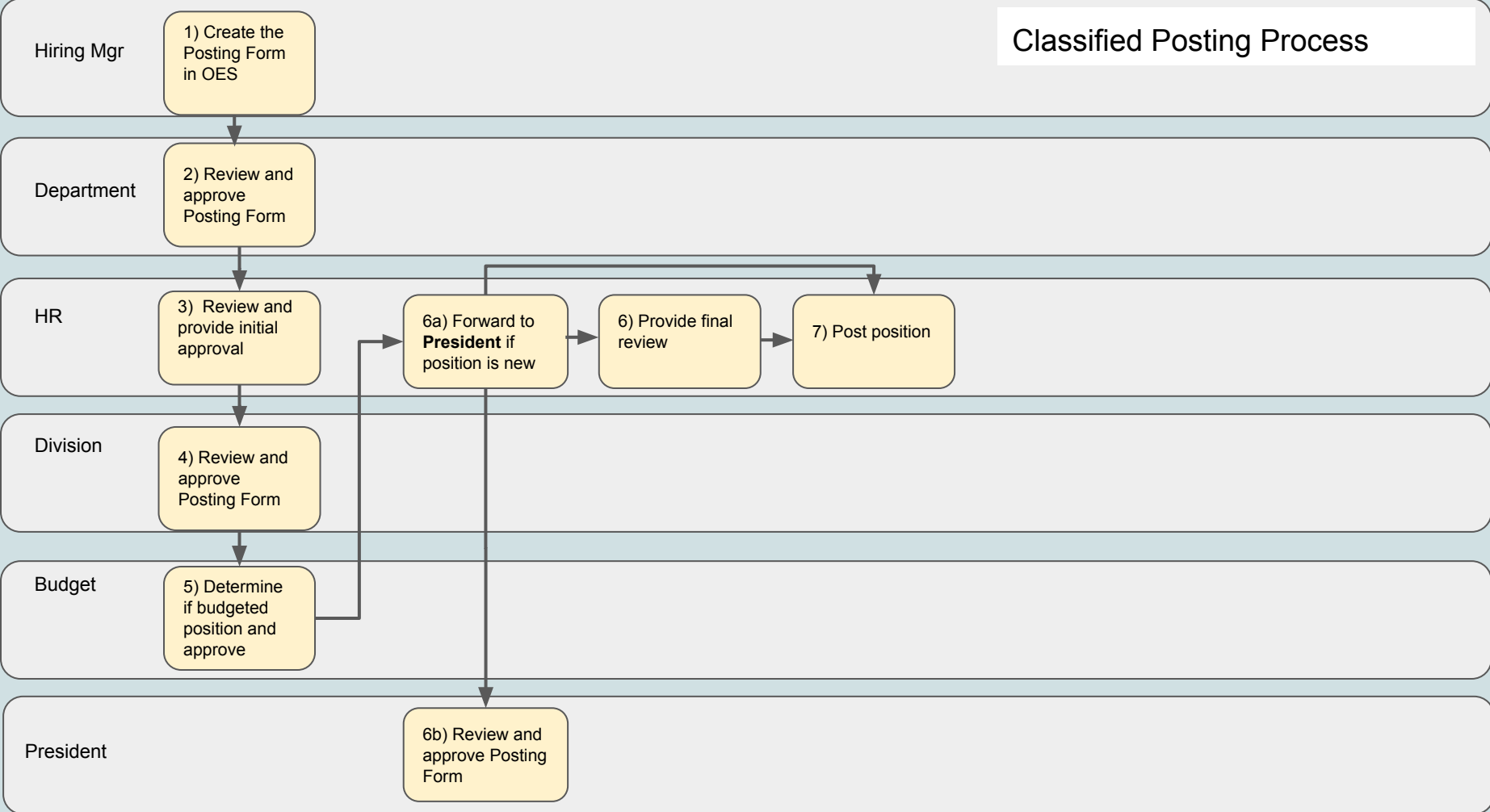


Classified Posting Process



Hiring Mgr

1) Create the Posting Form in OES

Department

2) Review and approve Posting Form

HR

3) Review and provide initial approval

Division

4) Review and approve Posting Form

Budget

5) Determine if budgeted position and approve

President

6b) Review and approve Posting Form

6a) Forward to **President** if position is new

6) Provide final review

7) Post position