**Exempt Positions: Create New/Modify Existing Position and Request Search Waiver Workflow** – All requests for Search Waivers must route through the Equity Administrator.

For exempt pay bands 1 & 2 if not using a Search Committee prior to posting the request should be sent from the Hiring Official to the Equity Administrator, otherwise all postings must route through the Search Chair.

**Exempt Posting Approval Workflow** – *(Do not create a posting unless there has been an approved action on the position within the last 6 months). For exempt pay bands 1 & 2 if not using a Search Committee prior to posting the request should be sent from the Hiring Official to the Equity Administrator, otherwise all postings must route through the Search Chair.*

**Exempt Hiring Proposal Approval Workflow** – *(Either Hiring Official or Creator can Begin Hiring Proposal)*

*(Only the Creator can designate Posting as filled)*

*Last updated: 02/24/2014*