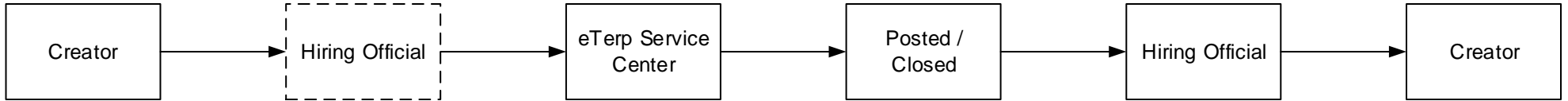




Hourly/GA/Pooled Posting Workflow

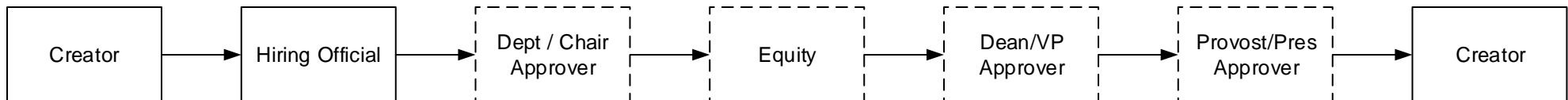
Hourly Posting – Begin Posting in Applicant Tracking under Postings and selecting Hourly/GA/Pool – Create New Posting from Position Type (If using a Search Committee set Applicant Status on Settings Page to Under Review by Committee – Not using a Search Committee set to Under Review by Department)



Hourly Posting (Nonexempt) – Applicant Status on Settings Page should be Under Review by UHR



Hiring Proposal – Hourly/No Position



Designate Posting as Filled – Hourly/GA/Pooled

