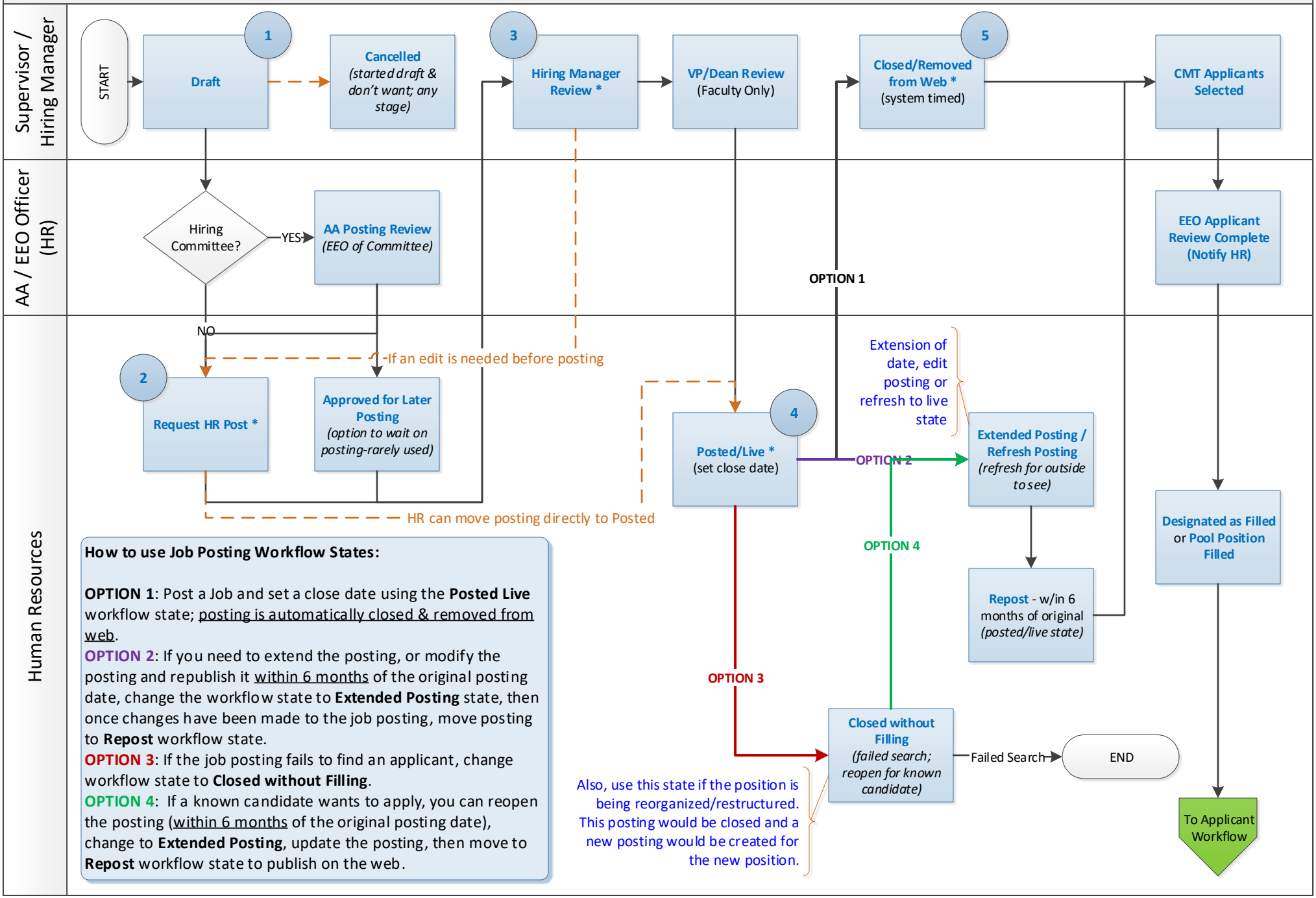
PeopleAdmin Job Posting Workflow States

V4



How to use Job Posting Workflow States:

OPTION 1: Post a Job and set a close date using the **Posted Live** workflow state; posting is automatically closed & removed from web.

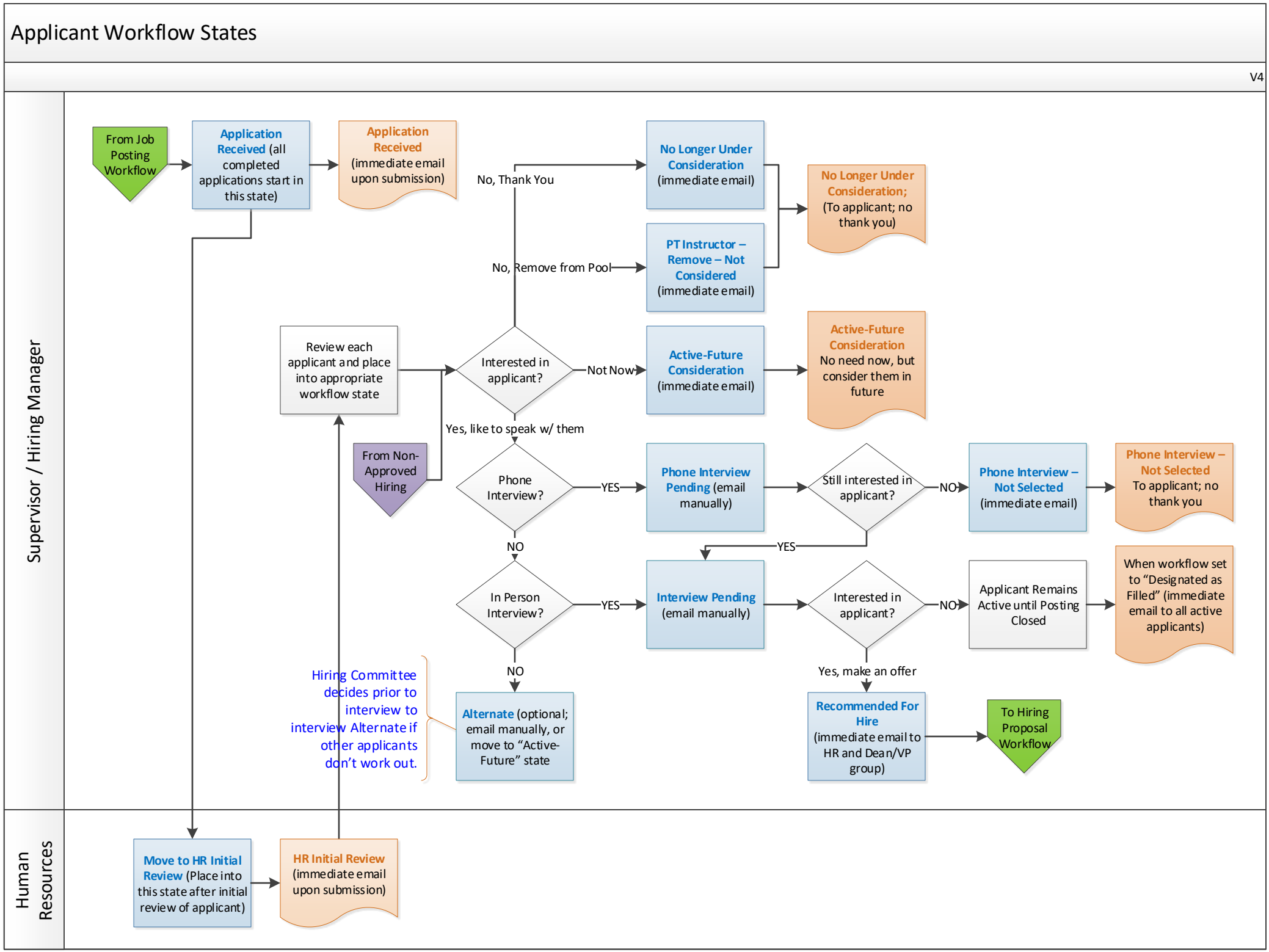
OPTION 2: If you need to extend the posting, or modify the posting and republish it within 6 months of the original posting date, change the workflow state to **Extended Posting** state, then once changes have been made to the job posting, move posting to **Repost** workflow state.

OPTION 3: If the job posting fails to find an applicant, change workflow state to **Closed without Filling**.

OPTION 4: If a known candidate wants to apply, you can reopen the posting (within 6 months of the original posting date), change to **Extended Posting**, update the posting, then move to **Repost** workflow state to publish on the web.

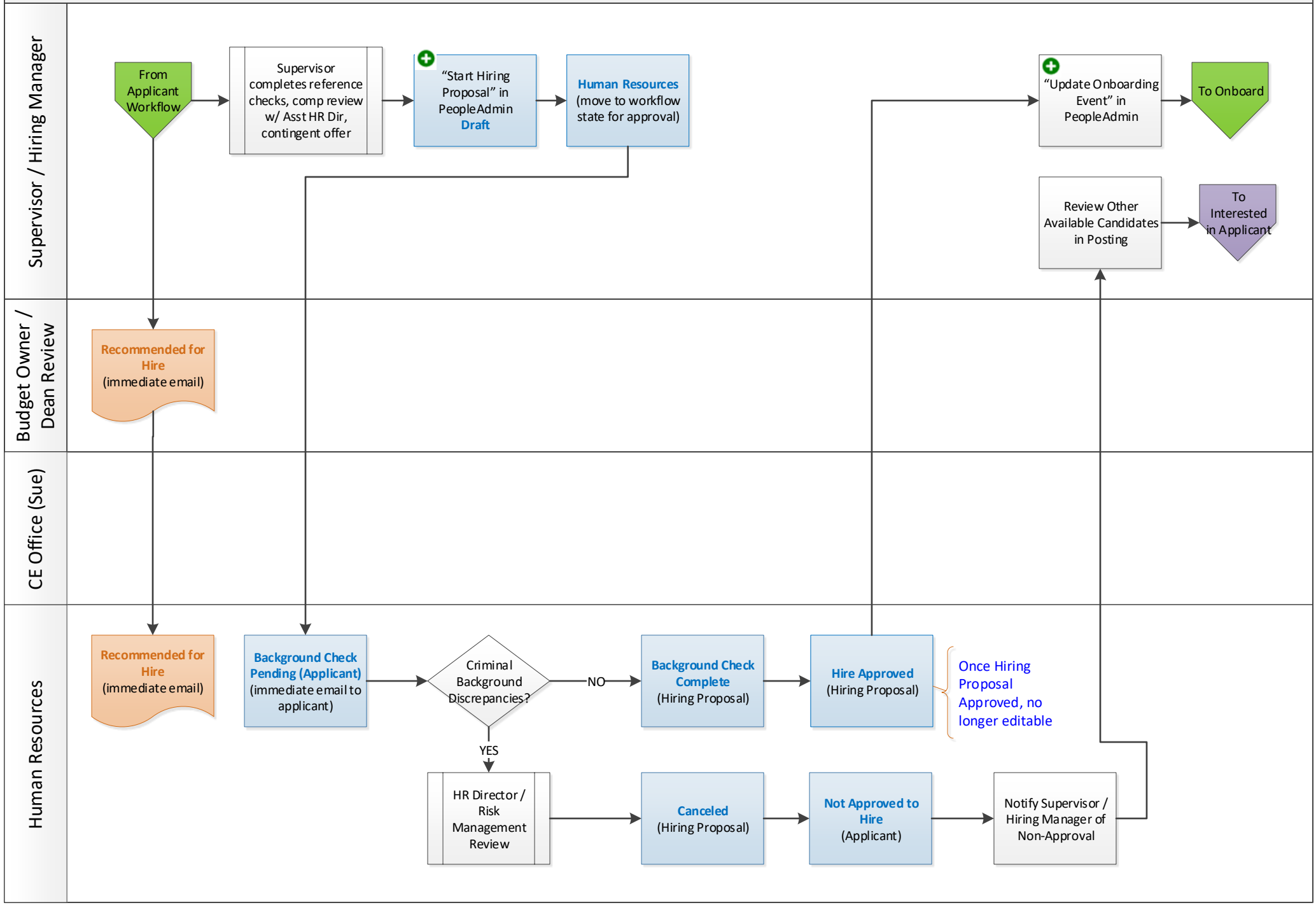
Applicant Workflow States

V4



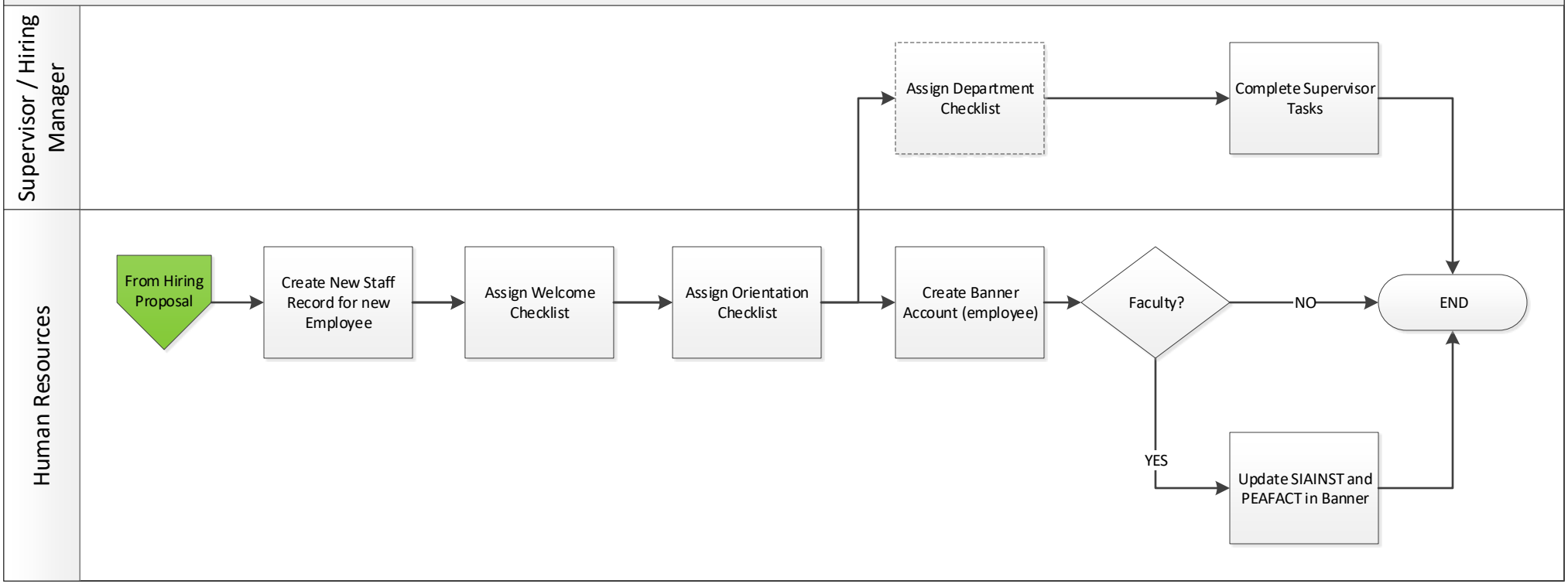
Hiring Proposal Workflow States

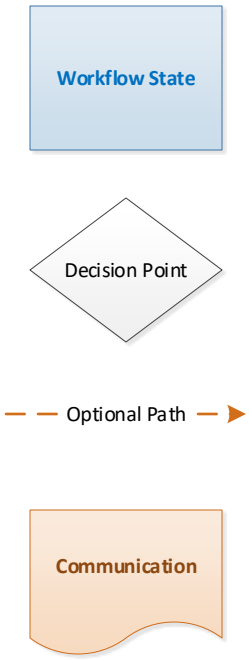
V4



Onboard

v4


Supervisor / Hiring Manager
Human Resources
From Hiring Proposal
Create New Staff Record for new Employee
Assign Welcome Checklist
Assign Orientation Checklist
Assign Department Checklist
Complete Supervisor Tasks
Create Banner Account (employee)
Faculty?
NO
END
YES
Update SIAINST and PEAFACT in Banner


Workflow State
Decision Point
Optional Path
Communication