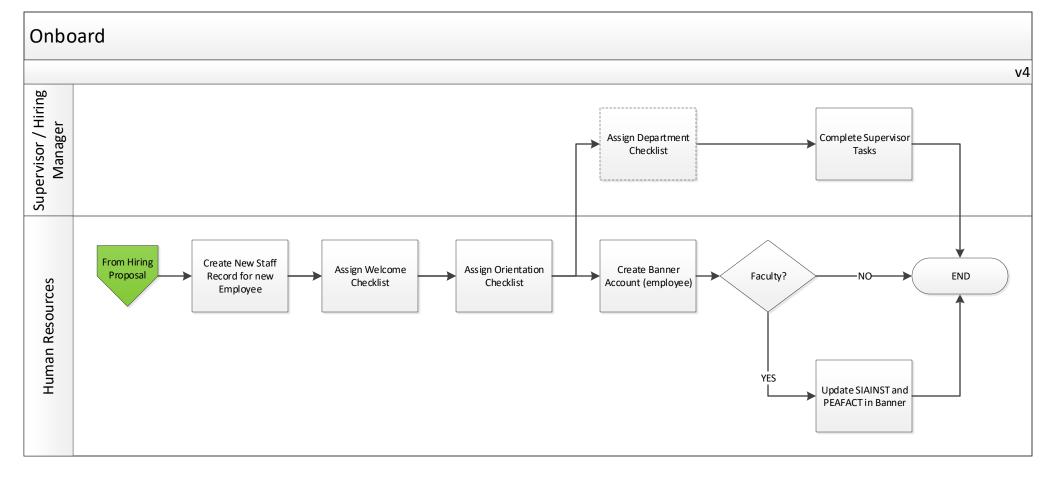
## PeopleAdmin Job Posting Workflow States Hiring Manager Supervisor Cancelled START Closed/Removed (started draft & **VP/Dean Review CMT Applicants** Hiring Manager from Web \* Draft don't want; any Review \* (Faculty Only) **Selected** (system timed) stage) AA / EEO Officer **EEO Applicant** Hiring **AA Posting Review Review Complete** Committee? (EEO of Committee) (Notify HR) OPTION 1 Extension of -If an edit is needed before posting date, edit posting or Approved for Later refresh to live **Posting** state Request HR Post \* (option to wait on **Extended Posting /** posting-rarely used) Posted/Live \* Refresh Posting (set close date) (refresh for outside to see) — — — HR can move posting directly to Posted **Designated as Filled** Human Resources or Pool Position **OPTION 4** How to use Job Posting Workflow States: Filled **OPTION 1**: Post a Job and set a close date using the **Posted Live** Repost - w/in 6 workflow state; posting is automatically closed & removed from months of original (posted/live state) web. **OPTION 2**: If you need to extend the posting, or modify the posting and republish it within 6 months of the original posting **OPTION 3** date, change the workflow state to Extended Posting state, then once changes have been made to the job posting, move posting **Closed without** to **Repost** workflow state. Filling (failed search; Failed Search **END OPTION 3**: If the job posting fails to find an applicant, change reopen for known workflow state to Closed without Filling. Also, use this state if the position is candidate) **OPTION 4**: If a known candidate wants to apply, you can reopen being reorganized/restructured. To Applicant the posting (within 6 months of the original posting date), This posting would be closed and a Workflow new posting would be created for change to **Extended Posting**, update the posting, then move to

the new position.

**Repost** workflow state to publish on the web.



Workflow State



— — Optional Path — ▶

Communication