

Position Classification, Recruitment & Salary Offers:

Workflow, Routing & Approvals



Department/Division

Department Submits completed AVC Package for review/approval, including:

- Business Need
- New or Replacement
(note that new positions – not currently budgeted for – may require additional justification/ approval)
- AVC/Division Head Approval
- Funding Information & Budgetary Approval
- Appointment Details; (Career; Limited; Contract)
- Job Description (if available)
- Proposed and/or approved Organization Chart



ASSET-HRBP

Once a complete package is received, HRBP will:

- Review submitted documentation for completeness;
- Advise and Consult on Workforce Plans and planning;
- Enter recruitment into HRMS:
 - Finalize Job Description
- Coordinate Exceptional Approvals as needed (AVC HR, VC PBA);
- Coordinate approval from VC PB&A, as appropriate;
- Notifies department of decision
- Route action to HR for:
 - Comp & Classification & Talent Acquisition



HR: Class & Comp/
Talent Acquisition

Classification & Compensation:

- Classifies position
- Routes to Talent Acquisition for Posting
- Reviews requests for exceptional approvals

Talent Acquisition:

- Posts position on job board
- Manages full service recruitment*
 - For identified Finalist: Submits request to Skill Survey for References*



Department & HRBP

Once a selection has been made – Department coordinates with ASSET-HRBP - HRBP will:

- Provide Salary Analysis and Recommendation (for **all** hires);
- Coordinate exceptional approval (salary offers) and communicates to Department;
- Produce Offer Letters (and sends to Department via DocuSign to make official offer)
- Once offer is made & accepted, works with APPS to process hire and begin onboarding process.

Department/Hiring Manager:

- Makes verbal offer; signs offer letter for candidate