START

Create or Update PD (PMS) -> Approved

Job Posting Request from PD (ATS) -> Approved

Post Job (ATS) -> Denied

Apply (Job Site) -> Qualified Applicants, Screen Applicants (ATS), Unqualified Applicants

Evaluate & Interview Applicants (using EEO forms) -> System emails Unqualified Applicants

Complete Applicant Flow (ATS) -> Recommend for Hire (ATS)

Submit Hiring Proposal (ATS) -> Approved, Denied

Onboarding (NEO) -> Hire Seated in PD (PROCESS COMPLETE)

Denial Notes:
- Denied PD – further action may be required or different action may be required.
- Denied Job Posting – further action may be required such as an updated position description, etc.
- Denied Hiring Proposal - further action may be needed such as attaching all relevant hiring documents, incomplete EEO documentation, etc.

ABBREVIATIONS
PMS – Position Management System
ATS – Applicant Tracking System
EEO – Equal Employment Opportunity
NEO – New Employee Orientation

Note – Temps, Adjuncts & Students are not seated in PDs