Prairie View A&M University Workflow

Last Update: 6/20/2014

User Groups
Initiator: Department
Department Head / Director: Department
Dean / AVP: Dean / AVP
SEO: University – (subset of HR))
Budget: University
OSRS: University

Student Worker / Intern: New and Modify Action

* can initiate action
* All states can return to initiator

Initiator → Department Head / Director → Dean / AVP → Budget → HR (SEO) → Position Approved

Grant Funded Positions → Research Compliance

OSRS

can now proceed to Applicant Tracking module to create Posting from Position Description if applicable

Action Canceled

Position Not Approved

* action can be canceled at any point along the process

Workflow Legend
- System State
- ( ) State Owner - user group who can move from that state to another state

PD ACTION NOTES:
*action can be canceled at any point along the process
*
**Prairie View A&M University Workflow**

Last Update: 6/20/2014

**Student Requisitions / Postings**

- All states can return to Initiator

**User Groups**
- Initiator: Department
- Department Head / Director: Department
- Dean / AVP: Dean / AVP
- SEO: University – subset of HR

**HR Only Statuses**

- Approve for Later Posting
- Re-Posted
- Re-Published

- cc initiator

- Posted
- Closed / Removed from Web
- Filled
- Canceled

**Workflow Legend**

- System State

- ()
  - State Owner - user group who can move from that state to another state

- *
  - Note

- __
  - Email

**NOTES:**

* Posting can be canceled at any point in the process; Non-HR users can cancel postings prior to approval
Prairie View A&M University Workflow

Student Applicant Workflow

- Under Review by Dept. (Initiator)
- Selected for Interview ( Applicant Reviewed)
- Not Interviewed
  - Not Hired
  - Not Hired
  - - with reasons;
  - - sends email immediately
  - - Position Withdrawn
  - Position Cancelled
- Interviewed Not Hired
- Applicant Withdrawn
- Position Withdrawn
- Position Cancelled
- Recommend for Hire (Initiator)
- - emails Initiator & SEO
  - - * allows Initiator to initiate and complete hiring proposal
  - - * auto-moves when hiring proposal is approved
  - - * cc Initiator

Hiring Proposal Workflow

- SEO for Hiring Doc Review
- Research Compliance
- Director/Department Head
- Dean/AVP
- Budget
- OSRS
- Grant Funded
- Grant Funded

User Groups
- Applicant Reviewer: Personal scope
- Initiator: Department
- Dean/AVP: Area
- HR: University
- EEO: University
- Budget: University
- SEO: University - Super user
- Department Head/ Director: Dept. Scope
- OSRS: University
- Research Compliance: University

Workflow Legend

- System State
- State Owner - user group who can move from that state to another state
- ( )
- Note
- Email

NOTES:
- * Will be using supplemental questions
- * Will be using search committee functionality
- * Will be using evaluative/ranking questions
- * Will be using special handling lists
- * Will be using reference-letter functionality