

Request to Fill Vacant Position – Delgado Community College

Workflow

Actions Available

After Receiving Approval using the Position Control Form (Classified Positions) or PageUp electronic forms (Unclassified Positions), Hiring Managers /Admin. Assist in Department Inputs information and Submits Request to Fill Vacant Position

Send to Level 1
Approver Save Action
Routed for signature



Review and Approval
(7 levels of signature approvals - including hiring manager/supervisor, Assistant Vice Chancellor, Vice Chancellor, Budget Manager, Vice Chancellor of Human Resources, Vice Chancellor of Business and Admin. Affair, and if appropriate Chancellor)

Send to Level 2 - Level 7
Save



If the request is approved for posting, the position is posted and applications are accepted then reviewed by HR for minimal qualifications (except Classified and Faculty Positions)

Send to HR for Classification
Cancel Action (Final)

Save
Replacement/New Position Approved for Posting

Managing and Selecting Applicants

