Request to Fill Vacant Position – Delgado Community College

Workflow

| Actions Available |

Workflow

After Receiving Approval using the Position Control Form, Admin Asst in Department Inputs information and Submits Request to Fill Vacant Position
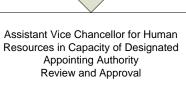
Level 1 Review and Approval

(Level 1 is the Hiring Manager or Supervisor)

Level 2 Review and Approval

(Level 2 is Level 1's Supervisor)

HR Department Review and Approval

Budget Review and Approval

Assistance Vice Chancellor for Financial Services

Assistant Vice Chancellor for Human Resources in Capacity of Designated Appointing Authority Review and Approval

If the request is approved for posting, the position is posted and applications are accepted

Actions Available

Send to Level 1

Save Action Without Submitting

Save

Send to Level 2

Return Action to Submitter

Save

Send to HR for Classification

Cancel Action (Final)

Save

Send to Level 1

Send to Level 2

Send to Budget

Cancel Action (Final)

Save

Send to HR Director for Approval

Cancel Action (Final)

Save

Cancel Action (Final)

Replacement Position Approved for Posting

Managing and Selecting Applicants

Position is posted.

May be open to external applicants or resticted to internal applicants

Job postings are available on the website and may be posted on external websites.

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Applicants review job postings, complete an application, and apply for the job. They attach any supplemental documents that the department required.

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Applications and supplemental documents are maintained in PeopleAdmin

Is position classified?

Yes →

HR Reviews applicants qualifications and determines which applicants meet the minimum qualifications. Those who meet the minimum qualifications are available for department review

No ↓

Department may view applications

For Faculty and Unclassified Positions at Director Level or Higher, the EEO Officer reviews job postings and approves a search committee

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Search Committee receives instructions from EEO Officer

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Search Committee Reviews Applicants Selects Applicants For Interviews and Conducts Interviews

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Search committee recommends candidates to the hiring manager

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The Hiring Manager Interviews candidates and makes the final selection

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A Hiring Proposal is started in PeopleAdmin for the selected applicant.

The status of other applicants is selected in PeopleAdmin for applicant tracking purposes