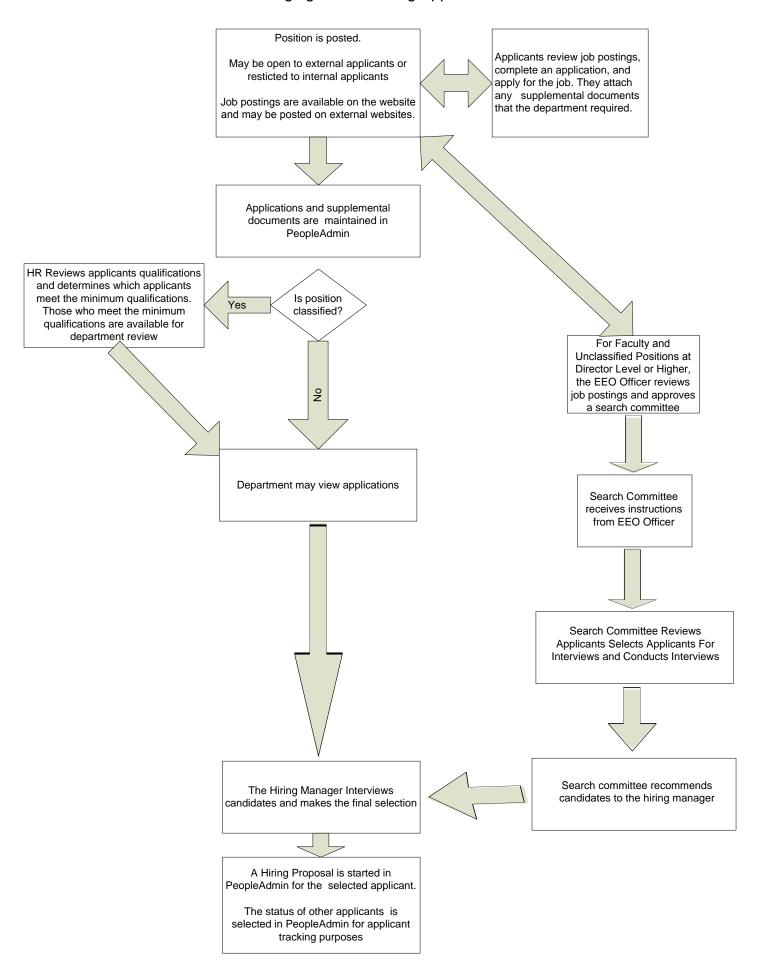
## Actions Available Workflow After Receiving Approval using Send to Level 1 the Position Control Form, Admin Asst in Department Save Action Without Submitting Inputs information and Submits Request to Fill Vacant Position Save Level 1 Review and Approval Send to Level 2 (Level 1 is the Hiring Manager or Return Action to Submitter Supervisor) Save Level 2 Review and Approval Send to HR for Classification (Level 2 is Level 1's Supervisor) Cancel Action (Final) Save Send to Level 1 HR Department Review and Approval Send to Level 2 Send to Budget Cancel Action (Final) **Budget Review and Approval** Save Assistance Vice Chancellor for **Financial Services** Send to HR Director for Approval Cancel Action (Final) Save Assistant Vice Chancellor for Human Resources in Capacity of Designated Cancel Action (Final) Appointing Authority Review and Approval Replacement Position Approved for Posting If the request is approved for posting,

the position is posted and applications are accepted

## Managing and Selecting Applicants



## Workflow Admin Asst in Department Inputs information and Submits Hiring Proposal 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 of Budget Assistant Vice Chancellor for Human Resources in Capacity of Designated Appointing Authority Review and Approval Offer Letter Given to Applicant

## Actions Available

Save
Send Hiring proposal to Level 1
Cancel Hiring Proposal

Save

Return Hiring Proposal to Submitter

Send Hiring Proposal to Level 2

Cancel Hiring Proposal.

Save
Send Hiring Proposal to HR

Save
Send Hiring Proposal to Level 1
Send Hiring Proposal to Level 2
Send Hiring proposal to Budget
Cancel Hiring Proposal.

Save
Send Hiring Proposal to HR/HR Director for Approval
Cancel Hiring Proposal

Save

Cancel Hiring Proposal

Approve Hiring Proposal