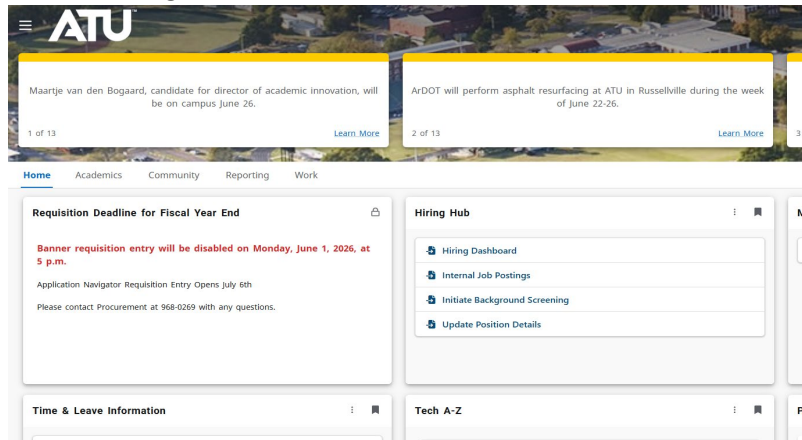


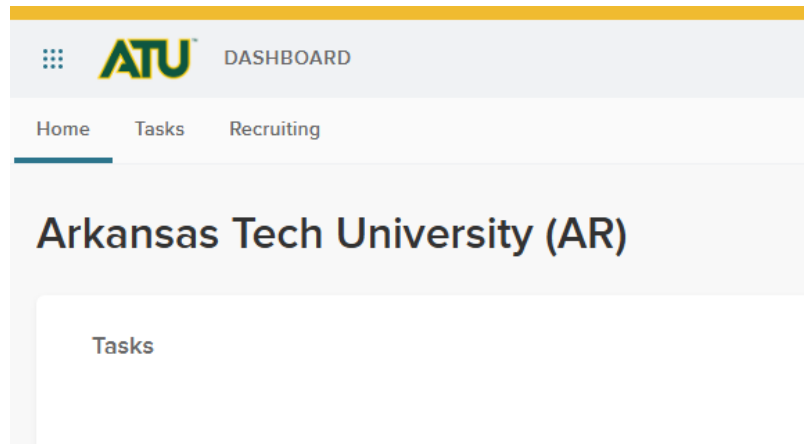
Full Time Hiring Workflow – How to Start a Hiring Request

Objective: The objective for the first part of requesting a position is to 1) Review Job Description – update as needed – Reminder is will be your Job Ad description as well 2) Update Salary amount to what you are requesting 3) Update Job Title to what you are requesting for a Working Title for this position 4) Include any notes or discussion you would like HR to review

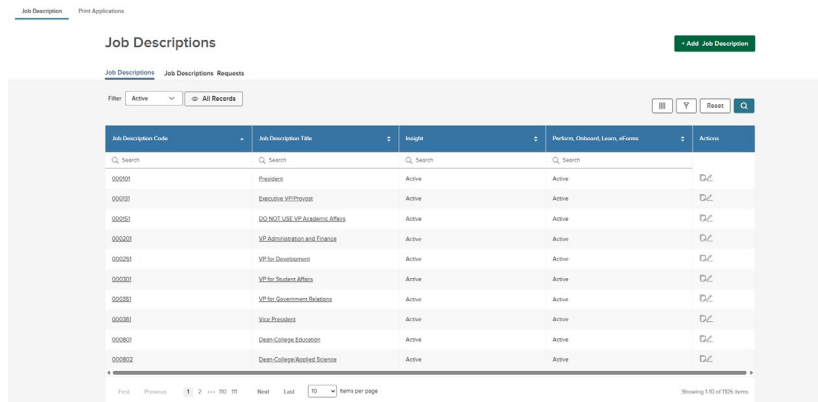
- 1) Update Job Description
 - a. Go to Hiring Hub
 - b. Click on Hiring Dashboard



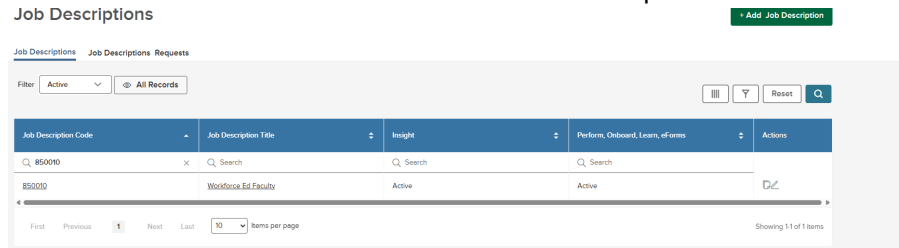
- c. Click on Recruiting IF YOU DO NOT SEE A RECRUITING TAB REACH OUT TO HR



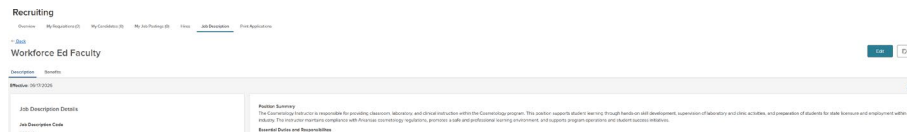
d. Click on Job Description



e. Enter Position number in Search bar under Job Description Code



f. Click in Position and Hit Edit



g. Update Sections as Needed

- i. Ensure Sections Marked with Red * are completed
- ii. Review all wording as this will become your Job Posting
- iii. Salary: Enter current salary or if you are requesting a review for increase or decrease enter the amount you would like HR to review.
- iv. Ensure your Min Qualifications are well defined and clear and in fact just Minimums to be able to do the job. **The system will auto screen applicants out for not meeting those qualifications**
- v. Ensure Preferred Qualifications are well defined and clear and you can score a resume based on those parameters. **The hiring committee will be using those qualifications to score and rank all the applicants for the posting.**