Post Job for Recruitment

**Department (Chair/Admin)**

- Obtain Approval to Hire from Senior AVP for University Personnel
- Review PeopleSoft Position Data (online or via Active Position List)
- Submit Position Management Action Form to Create or Update Position
- Complete Job Card in CHRS Recruiting
- Submit Job Card for Approval

**Various**

- Gather Information: DeptID, Pos #, Search Comm Names, Outreach Plan
- Job Card Approvals:
  - Pos Rpts to 1
  - Pos Rpts to 2
  - Faculty Affairs
- Approved Job Card Reviewed and Updated by Coord, Fac Recruitment
- Recruiter Posts Job
- Tasks Completed in CHRS Recruiting

**Faculty Affairs**

- Notify Department that Position is Created/Updated
- Create/Update Position in PeopleSoft
- Approved Job Card Reviewed and Updated by Coord, Fac Recruitment
- Recruiter Posts Job
- Tasks Completed in PeopleSoft

**Phase**

- Tasks Completed Outside CHRS Recruiting
- Tasks Completed in CHRS Recruiting
- Tasks Completed in PeopleSoft

END
The Department Chair may elect to skip steps that aren’t relevant to the recruitment.