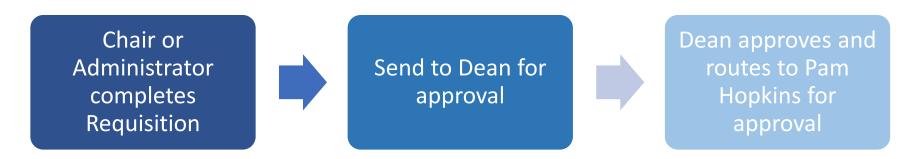
STAFF REQUISITION APPROVAL PROCESS

Send Requisition to next level for VP or Dean approval (i.e. if routes to Vice President, **Elizabeth Thomas Hiring Manager** manager completes completes Vice Provost or for Review Requisition requisition, **Dean Approval** Committee & final approval by **Director may** need to approve **EVP or Provost** before VP)

- List your Human Resources Generalist (HRG) on every requisition
- List Elizabeth Thomas as the "Recruiting Assistant" on every requisition

FACULTY REQUISITION APPROVAL PROCESS



- List your Human Resources Generalist (HRG) on every requisition
- List Elizabeth Thomas as the "Recruiting Assistant" on every requisition
- If you have an assistant/administrator that helps with candidates, list that individual as the "Hiring Manager Assistant"
- Use the "Collaborators" feature to list your search committee members