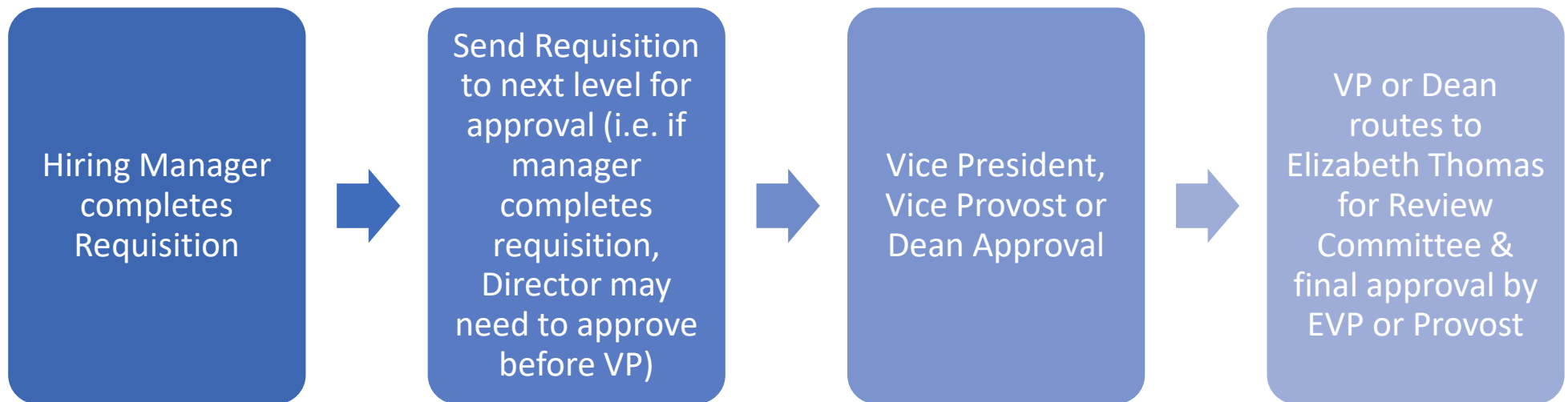


STAFF REQUISITION APPROVAL PROCESS



- 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