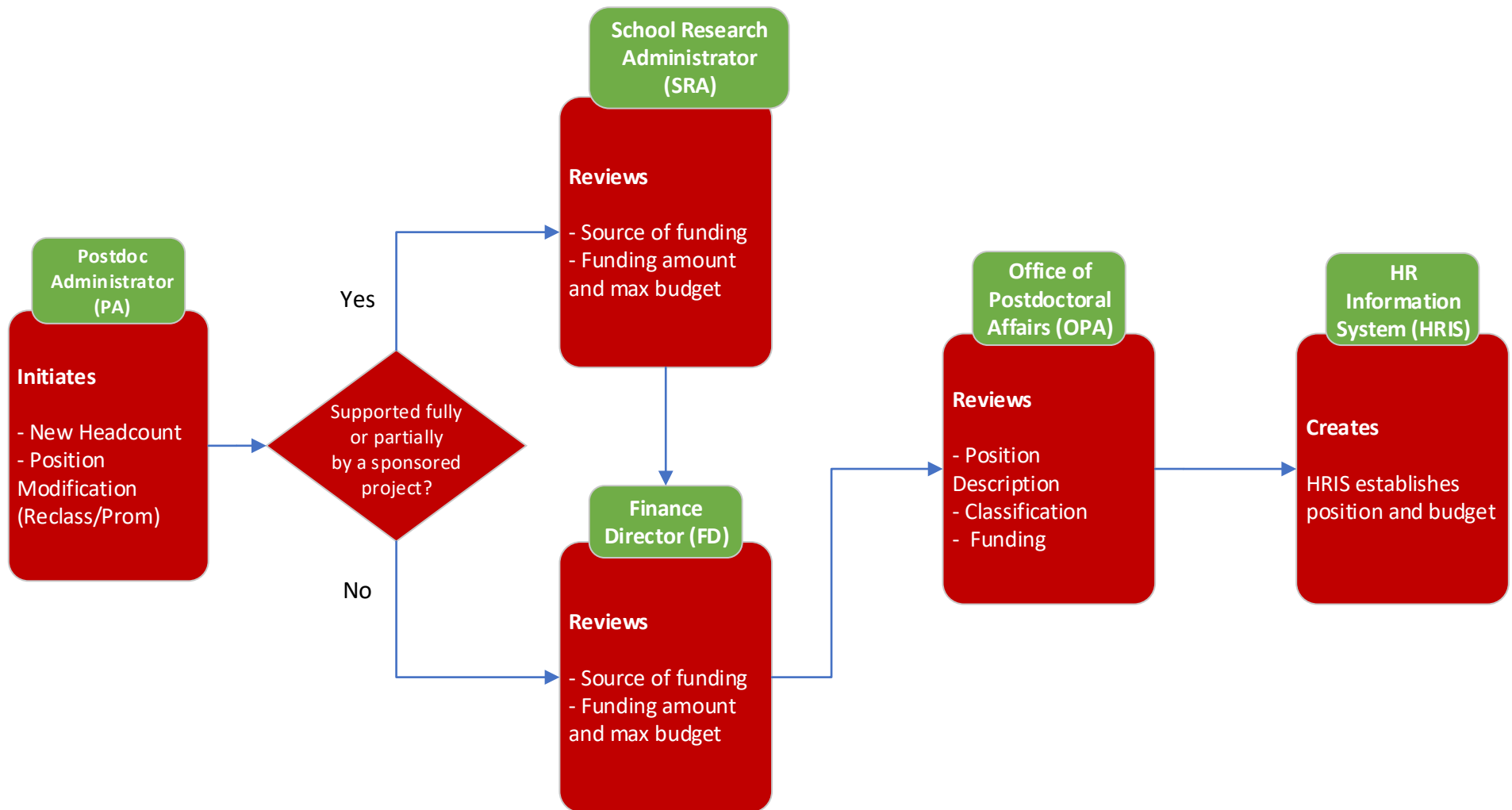


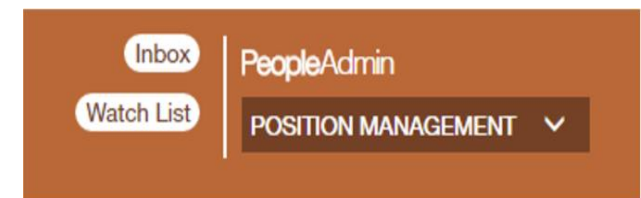
Workflow for New Headcount and Position Modification

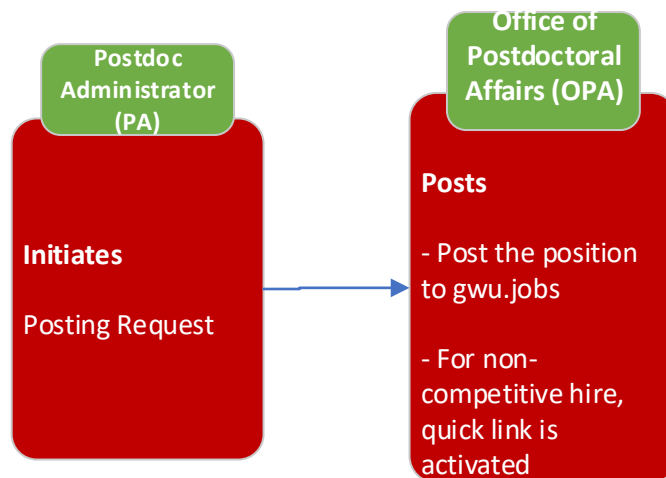


Purpose

These are two separate processes but both require the same approvals and routing.

1. Create New Position - Used to establish a new headcount within a department
2. Modify a Position - Used to initiate changes for an existing position





Actions to be taken by department after job is posted and before a hiring proposal is created. Steps 2-5 are done outside the PA7 system.

1. Review applications submitted in PA7 (if competitive hire)
2. Interview and shortlist candidates (if competitive hire)
3. Request at least 2 reference letters for candidate to be offered position
4. Make verbal offer and complete negotiations
5. Provide candidate details to Postdoc Administrator for submitting Hiring Proposal

