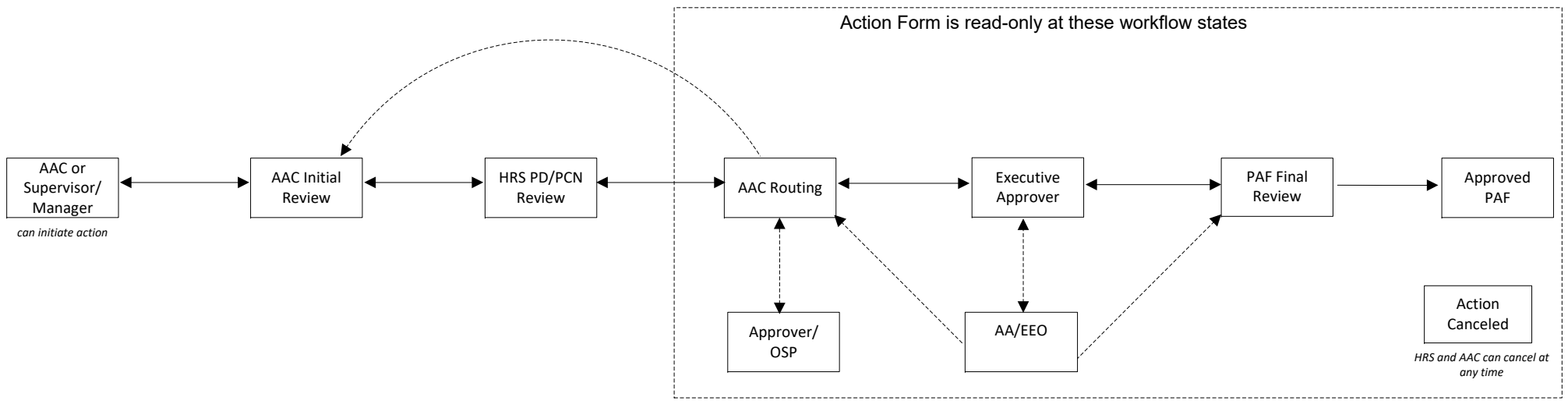


University of Idaho

Updated: Fall 2017

Staff/Professional: New Position Action & Modify Position Action Workflow



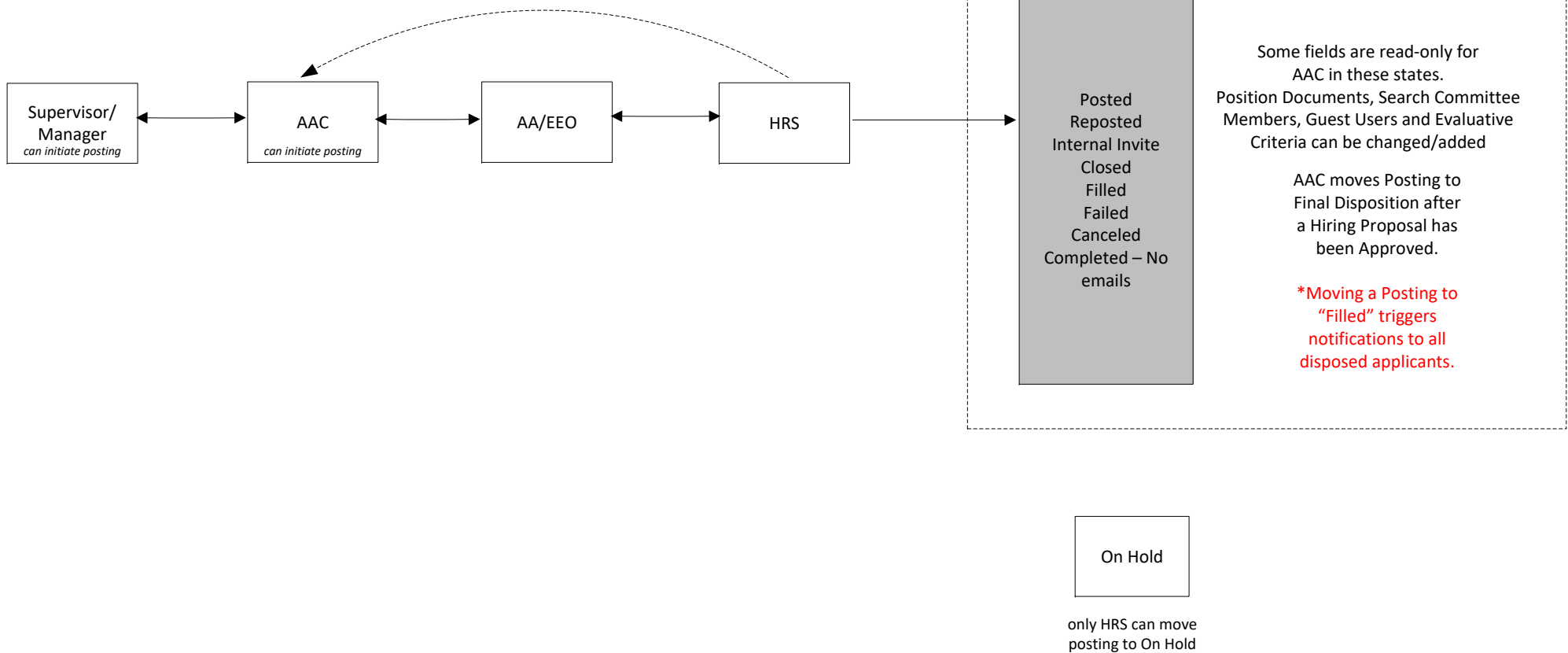
****Actions only need to be sent to AA/EEO if the action includes a search waiver.**

University of Idaho

Updated: Fall 2017

Staff/Professional Postings

Staff/Professional Postings can only be created from an approved Action (Position Description from the Position Management module).



University of Idaho

Updated: January 2018

Applicant Dispositions:

System Determined Did Not Meet Minimum Qualifications
(with reasons; emails applicant when posting filled)

Does Not Meet Minimum Qualifications
(with reasons; emails applicant when posting filled)

Not Interviewed, Not Selected
(Search Coordinator; with reasons; emails applicant when posting filled)

Declined Interview

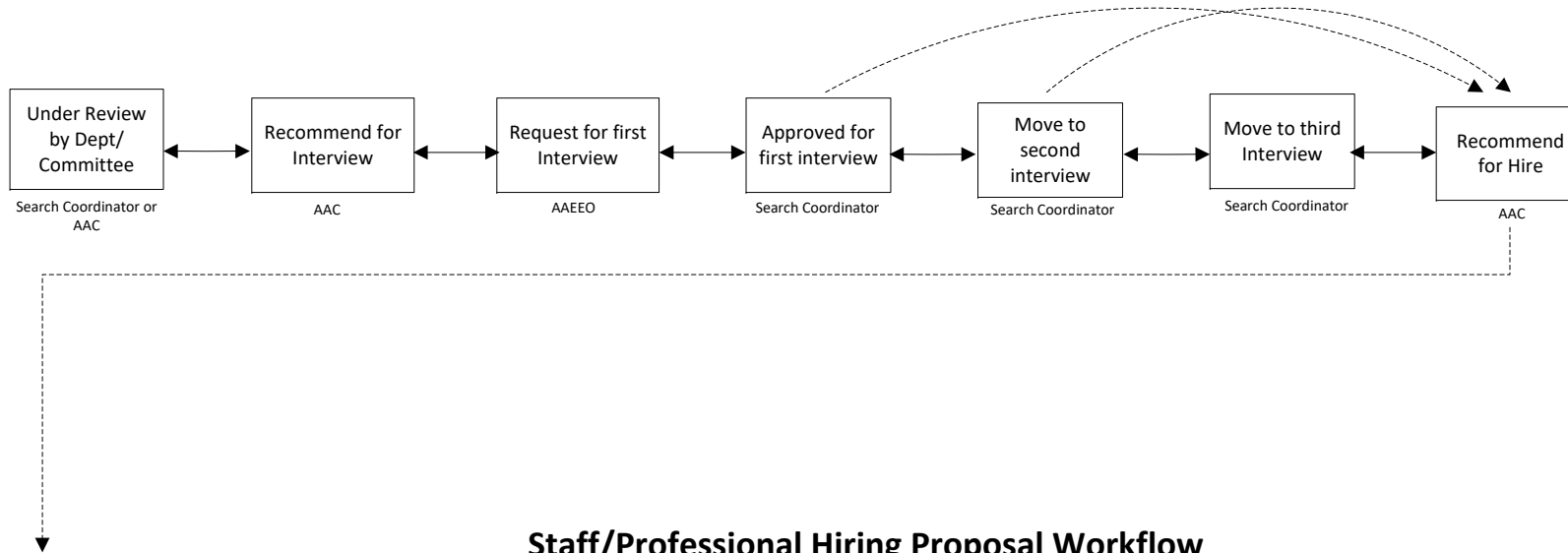
Application Withdrawn
(Applicant owns; all users can view)

Interviewed, Not Selected
(Search Coordinator; with reasons; emails applicant when posting filled.)

Application Expired
(HRS: all users can view; automatically moves to this status one year after applying from 'Under Review by Dept/Committee.' Sends email to applicant to contact Student/Temp HR to reactivate if still interested.)

Declined Offer
(AAC, with reasons; no email)

Staff / Professional Applicant Workflow



Staff/Professional Hiring Proposal Workflow

