**EHRA Non-Faculty Posting, Applicant & Hiring Workflow**

### 1. EHRA Non-Faculty Postings Workflow

Postings are created, reviewed, and advertised.

- **Initiator**
- **HR Talent Consultant**
- **Posted**

### 2. EHRA Non-Faculty Applicant Workflow

Applicants are screened by Search Committee or Position Coordinator. Interviews occur and Final Candidates are selected.

- **Under Review by Department – Pre Interview**
- **Selected for Interview**
- **AA/EEO Approved for Interview**
- **Recommend for Hire**

**Background Check process is initiated**

**ALL USERS HAVE THE CAPABILITY TO RETURN THE PROPOSAL BACK TO THE INITIATOR FOR CORRECTIONS.**

### 3. EHRA Non-Faculty Hiring Proposal

A Hiring Proposal is created for the Final Candidate. Information about the Employee, Position, and Budget is reviewed. The Candidate is Hired and the Position Filled.

- **Initiator**
- **HR Talent Consultant**
- **Department/Additional Approver**
- **Office of the Provost**
- **Budget**
- **HR Final**

**Compensation & Classification Analysis Performed**

**Optional**

- **Department/Additional Approver**
- **If Grant Funded**

**When background check has been successfully completed the offer of employment can be made by the Department when the HR Talent Consultant has approved at the HR Talent Consultant workflow state. The effective and personnel dates in the proposal need to be populated and/or corrected at this stage of the process.**