SHRA Posting, Applicant, & Hiring Workflow

1. **SHRA Posting Workflow**
   Postings are created, reviewed and posted.

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

   Applications available to Department. View only.

2. **SHRA Applicant Workflow**
   Applicants are reviewed, selected or not-selected, and interviewed. A final Candidate is selected.

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

   Under Review by HR
   - HR Screens for Priority Status.

   Under Review by Department – Pre Interview
   - Applicants available to Dept – Status changes now available. Pre-Interview Not Selected Reasons may be selected here

   Selected for Interview
   - Applicants Recommended for Interview

   AA/EEO Approved for Interview
   - Interviews occur at this point. Post-Interview Not Selection Reasons may be selected here

   Recommend for Hire
   - Hiring Proposal Workflow becomes available here

3. **SHRA Hiring Proposal Workflow**
   **ALL USERS HAVE THE CAPABILITY TO RETURN THE PROPOSAL BACK TO THE INITIATOR FOR CORRECTIONS.**
   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**
   - **Department/Additional Approver**
   - **Office of the Provost**
   - **Budget**
   - **HR Final**
   - **Hiring Proposal Complete**

   Office of the Provost
   - Compensation & Classification Analysis Performed
   - Optional Group Member Prompt

   Budget
   - If Grant Funded
   - UNCG HR or Department makes offer. Background Check must be completed first

   Department/Additional Approver
   - Second Initiator option exists because it gives other assigned Initiators the ability for any other additional initiators assigned to the posting can edit

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   Updated 3/27/2019