Administrative Professional Alternative Appointment Request Workflows

**Position Description**

- **Initiator**
  - Completion of the Create Position Description or Modify Position Description

- **Hiring Authority**
  - Review and approval of completion of the Create Position Description or Modify Position Description

- **Human Resources**
  - Review and compensation analysis

- **Signature Authority**
  - Review and approval

  **Hiring Authority**
  - Notification of approval and permission to create posting

  **Human Resources**
  - Approval and position number assignment

**Posting**

- **Initiator**
  - Completion of Create Posting or Modify Posting form.

- **EO Coordinator**
  - Review and Approval

- **Hiring Authority**
  - Review and Approval

- **Signature Authority**
  - Review and Approval

- **Office of Equal Opportunity**
  - Final Review and Approval. Transition to Posted

**Hiring Proposal**

- **Hiring Authority**
  - Initiation of hiring proposal

- **Human Resources**
  - Background check conducted

- **Hiring Authority**
  - Completion of any pre-employment requirements, and uploading of signed offer letter

- **Office of Equal Opportunity**
  - Review and approval. Transition to Hired