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

**Posting**

- **Initiator**: Completion of Create Posting or Modify Posting form. The search committee and committee chair are designated and recruitment plan provided.
- **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