Routing process for New PD or PD for fill in College of Engineering

1) Department identifies need for new position or to fill vacated position and notifies College HR contact.

2) College HR contact works with department as a resource to provide guidance on writing and revising PD.

3) If there are no changes to an existing PD, skip to step 5. If it is a new PD or update to existing PD, Supervisor and Department work together to write or revise PD using College of Engineering blueprint format and tracks changes. After new PD or revisions are complete, Department routes blueprint to College HR contact.

4) College HR reviews PD and works with department on any needed edits or additional information. Once changes are complete, College HR routes approved PD blueprint back to Department for position request to be initiated in People Admin.

5) Department initiates position request and loads approved new position description or revisions. Department completes necessary verifications and routes to Dean/AVP.

6) College HR reviews and verifies position request and routes to UHR Classification and Compensation.

7) UHR Classification and Compensation reviews the position request. If approved, PD is routed to UHR Recruitment for posting. If not approved, PD is routed back to College for further review.

8) Once PD is routed to UHR Recruitment, a “Please Review” email is sent to all Posting Admins listed on the position. College completes review and routes approval to post to UHR recruitment.

9) UHR Recruitment posts position and email notification that position is posted is sent to all Posting Admins.