

# Marshall University Workflow

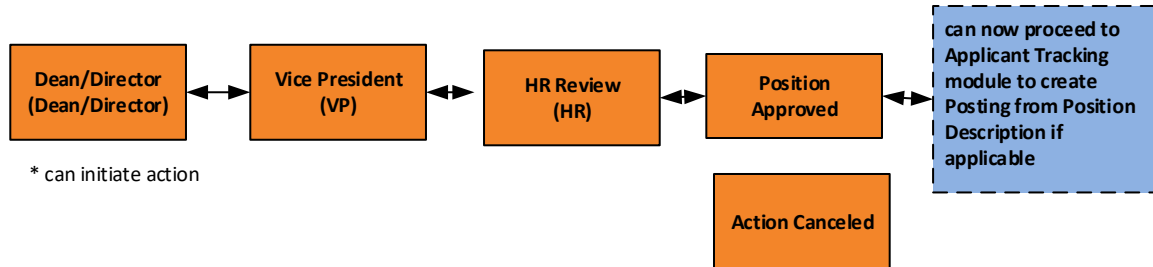
August 31, 2015

## User Groups

Initiator: Personal Scope

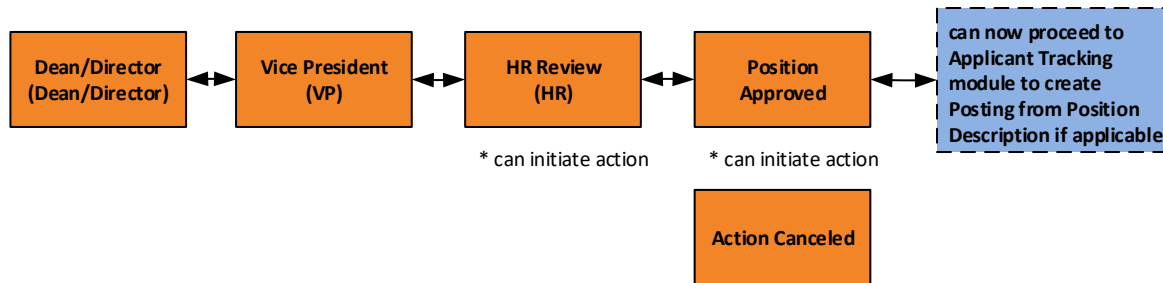
Non-Classified/Classified Exempt  
 Classified/Non-Exempt  
 Faculty  
 MURC

### Non-Classified/Classified Exempt, Classified/Non-Exempt, Faculty: New Position



\* action can be canceled at any point along the process

### Non-Classified/Classified Exempt, Classified/Non-Exempt, Faculty: Modify Position



\* action can be canceled at any point along the process

#### Workflow Legend

- System State
- ( ) State Owner - user group who can move from that state to another state
- \* Note
- Emal

#### PD ACTION NOTES:

- \*
- \*
- \*

# Marshall University Workflow

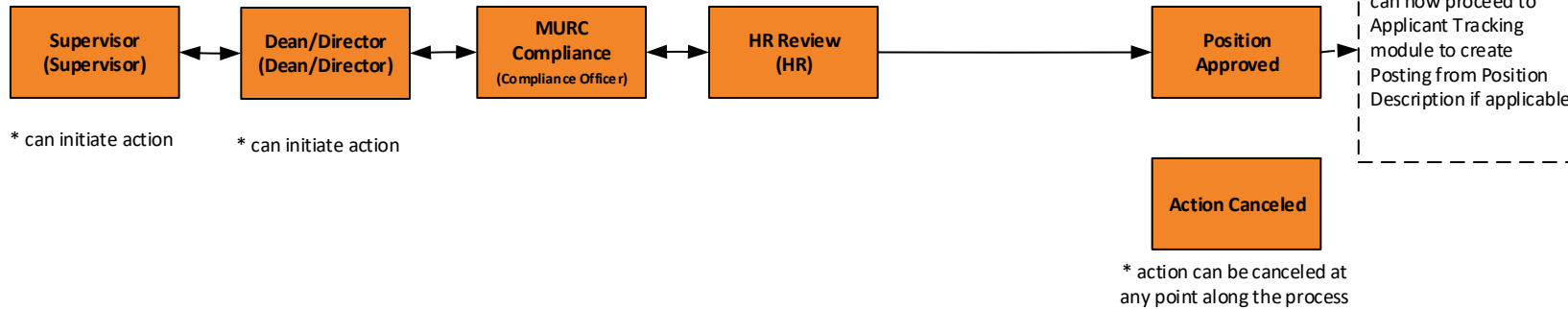
August 31, 2015

## User Groups

Initiator: Personal Scope

Non-Classified/Classified Exempt  
Classified/Non-Exempt  
Faculty  
MURC

### MURC: New Position, Modify Position



#### Workflow Legend

System State

( ) State Owner - user group who can move from that state to another state

\* Note

-- Email

#### PD ACTION NOTES:

\*  
\*  
\*

# Marshall University Workflow

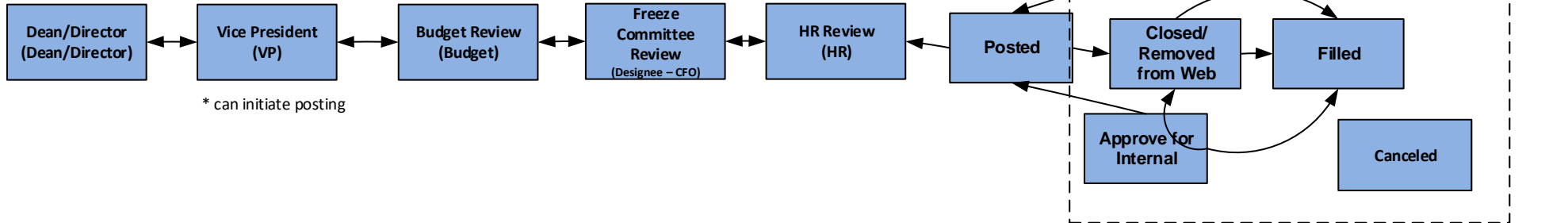
March 15, 2016

## User Types

Human Resources: College  
 Hiring Manager: Personal  
 Executive Officer: Department  
 Budget: College  
 VP Admin/Finance: College  
 President: College

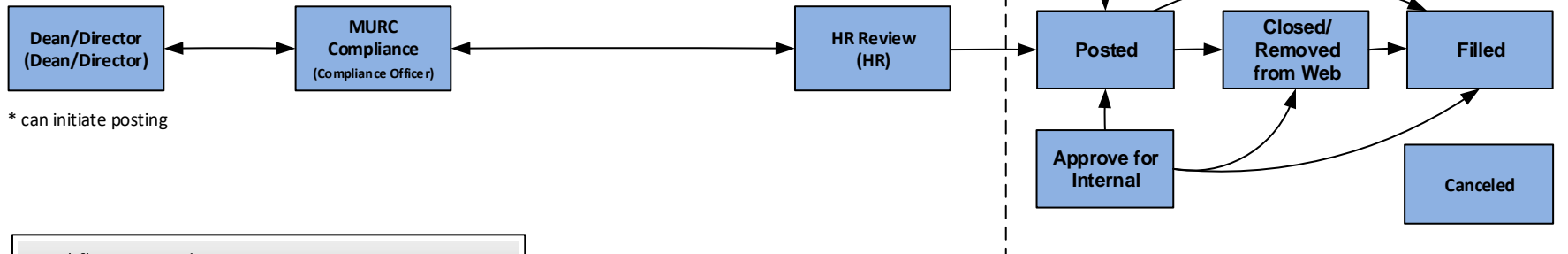
Will NOT use Search Committee, Will use Guest Access

## Non-Classified/Classified Exempt, Classified/Non-Exempt, Faculty: Posting Workflow



\* posting can be canceled at any point in the process; Non-HR users can cancel postings prior to approval

## MURC: Posting Workflow



\* posting can be canceled at any point in the process; Non-HR users can cancel postings prior to approval

### Workflow Legend

- System State
- ( ) State Owner - user group who can move from that state to another state
- \* Note
- Emal

### REQUISITION / POSTING NOTES:

- \* COO is the "HR" for the Marshall Health Position Type
- \* Need a USF for "Search Chair"

# Marshall University Workflow

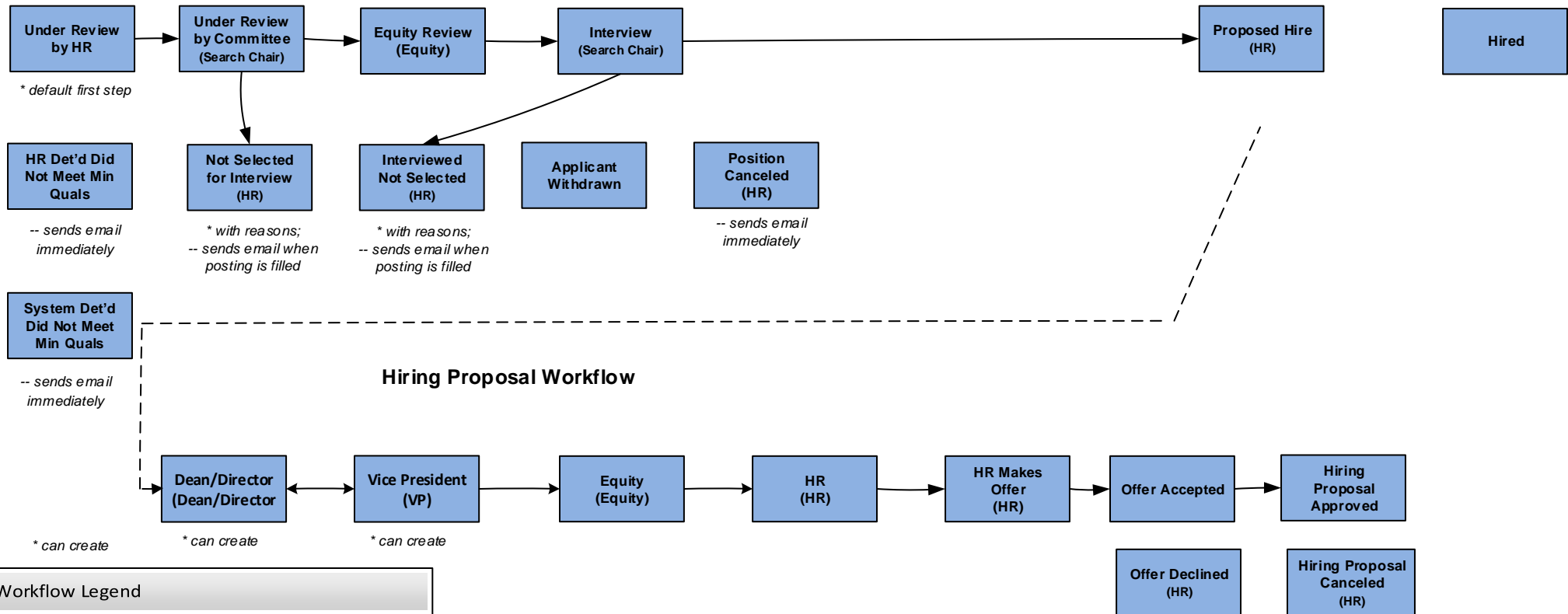
March 21, 2016

## User Types

Human Resources: College  
 Hiring Manager: Personal  
 Executive Officer: Department

Will use Special Handling List (Not Eligible for Rehire)

## Non-Classified/Classified Exempt, Classified/Non-Exempt, Faculty, MURC: Applicant Workflow



\* default first step

HR Det'd Did Not Meet Min Quals  
 -- sends email immediately

Not Selected for Interview (HR)  
 \* with reasons;  
 -- sends email when posting is filled

Interviewed Not Selected (HR)  
 \* with reasons;  
 -- sends email when posting is filled

Applicant Withdrawn

Position Canceled (HR)  
 -- sends email immediately

System Det'd Did Not Meet Min Quals  
 -- sends email immediately

### Hiring Proposal Workflow

\* can create

\* can create

\* can create

Offer Declined (HR)

Hiring Proposal Canceled (HR)