

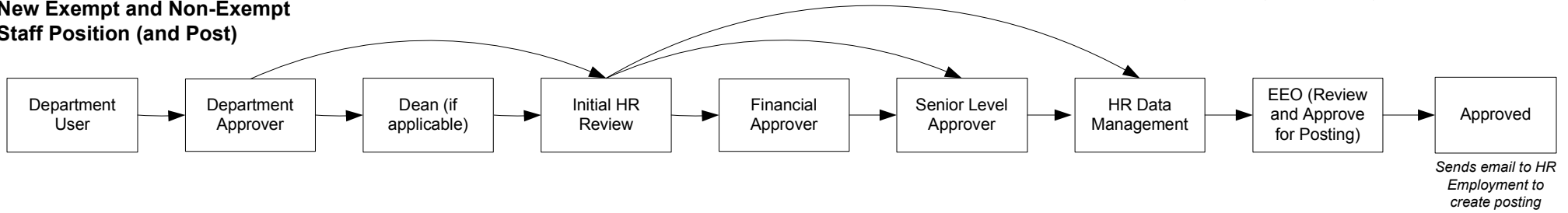
Western Kentucky University Workflow

12/1/2010

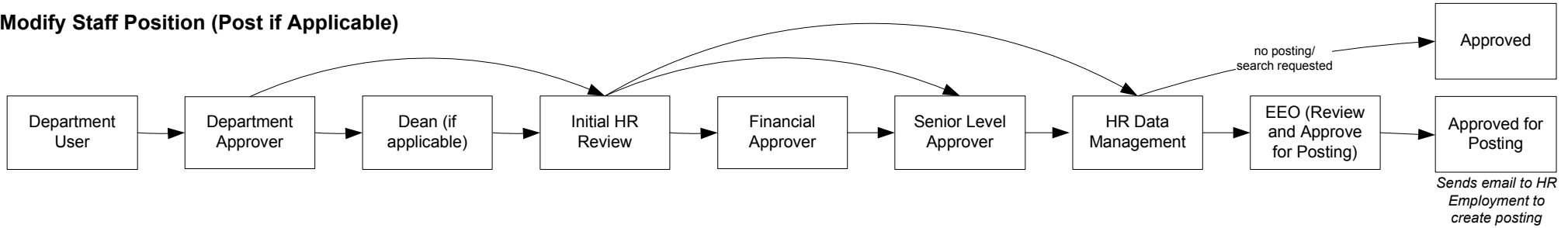
User Types

Department User: Personal Scope, Begin Action
 Department Approver: Department Scope, Begin Action
 Dean: Department Scope, Begin Action
 Senior Level Approver: Division Scope
 Financial Approver: Division Scope
 Search Chair/Recruiter: Personal Scope; tied to specific action/posting
 Academic Affairs: Division Scope, Begin Action
 EEO: University Scope; Begin Action/Posting/HP
 HR: University Scope; Begin Action/Posting/HP

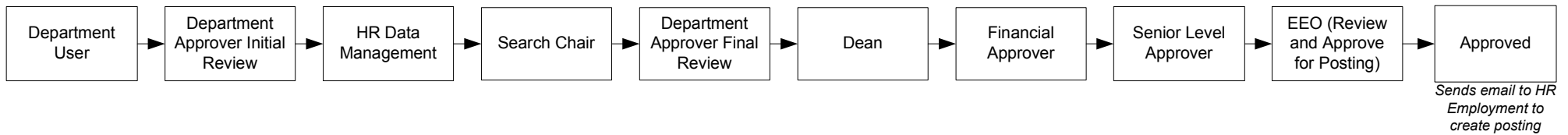
New Exempt and Non-Exempt Staff Position (and Post)



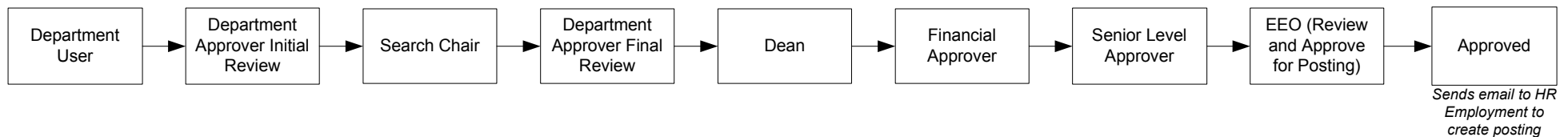
Modify Staff Position (Post if Applicable)



New Faculty Position (and Post)



Request Posting for Faculty Position



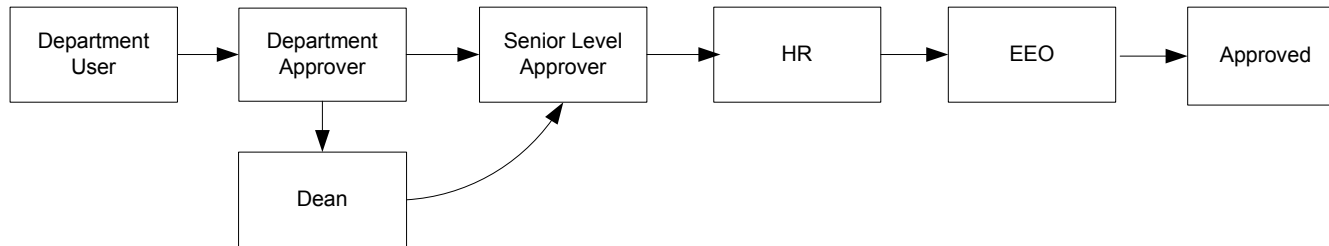
Western Kentucky University Workflow

12/1/2010

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Temporary Waiver Action



This action uses the WKU Waiver Request form (<http://www.wku.edu/hr/AAWeb/Waiver.xls>); when the action is approved, this establishes a position in PeopleAdmin with an employee seated (Recommended Candidate becomes employee). No postings or hiring proposals need to be created for these temporary waiver actions.

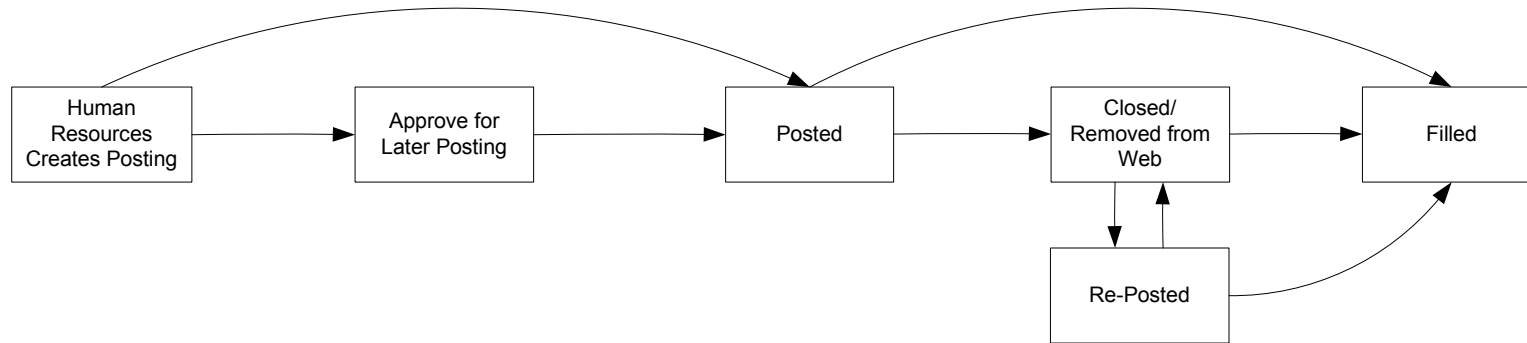
Western Kentucky University Workflow

12/1/2010

User Types

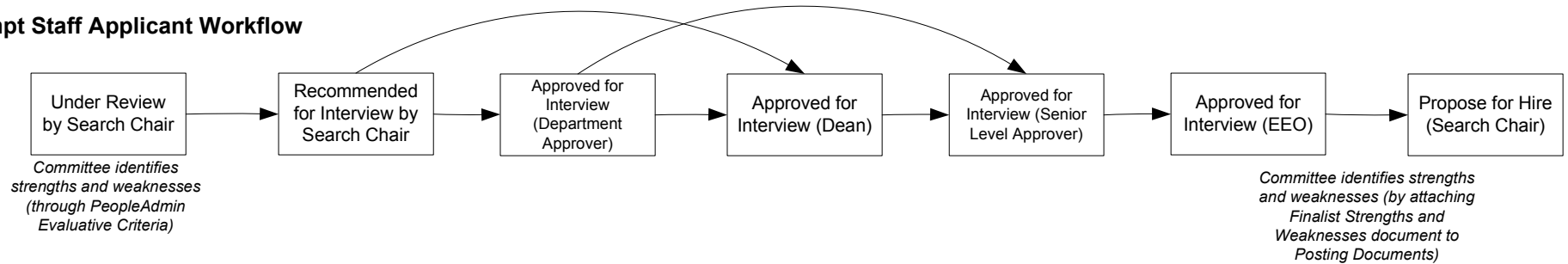
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Posting

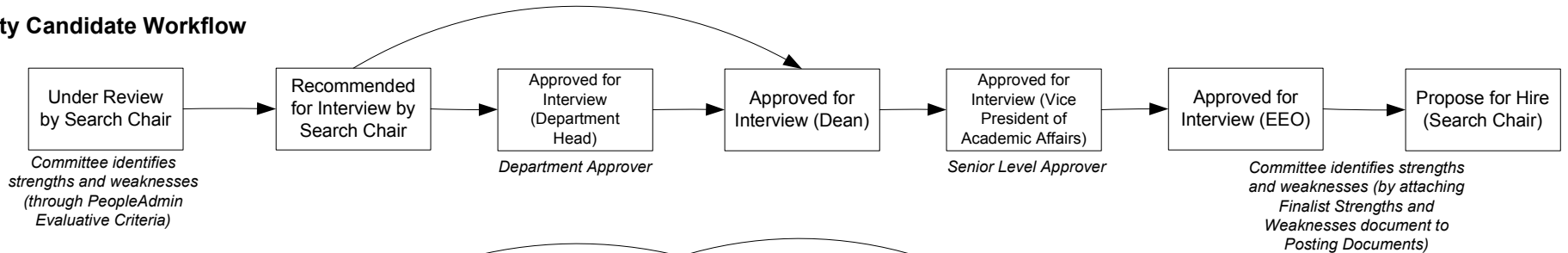


Inactive Statuses
 Not Hired (with reasons)
 Applicant Withdrawn
 Incomplete Application
 System Det'd Did Not Meet Min Quals
 HR Det'd Did Not Meet Min Quals

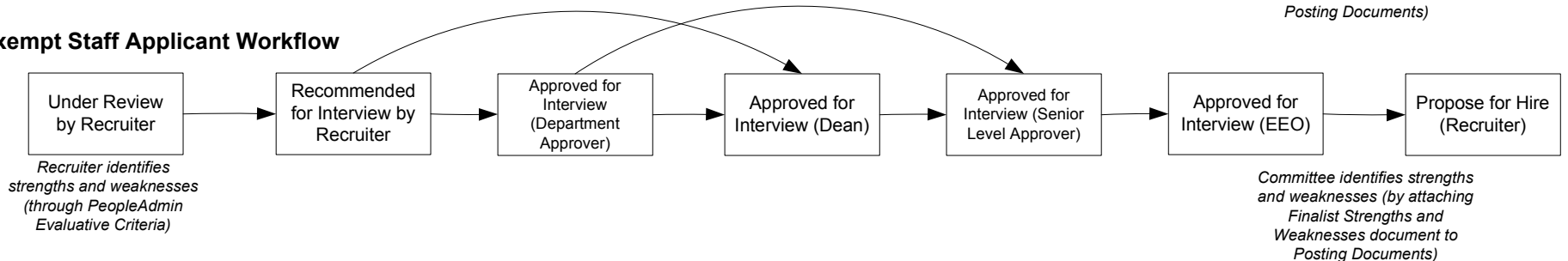
Exempt Staff Applicant Workflow



Faculty Candidate Workflow



Non-Exempt Staff Applicant Workflow



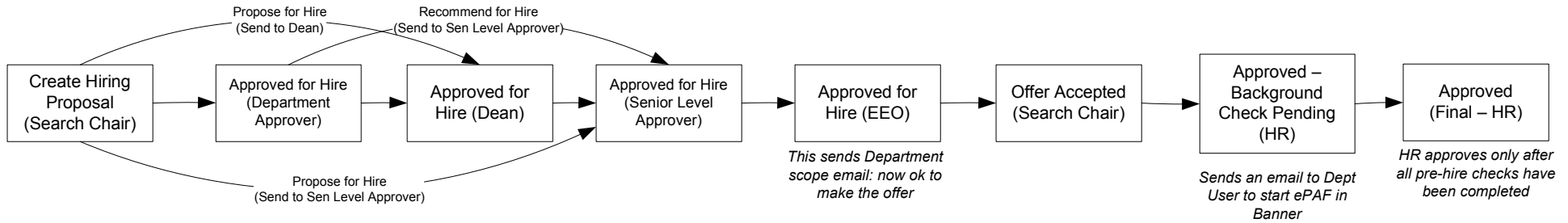
Western Kentucky University Workflow

12/1/2010

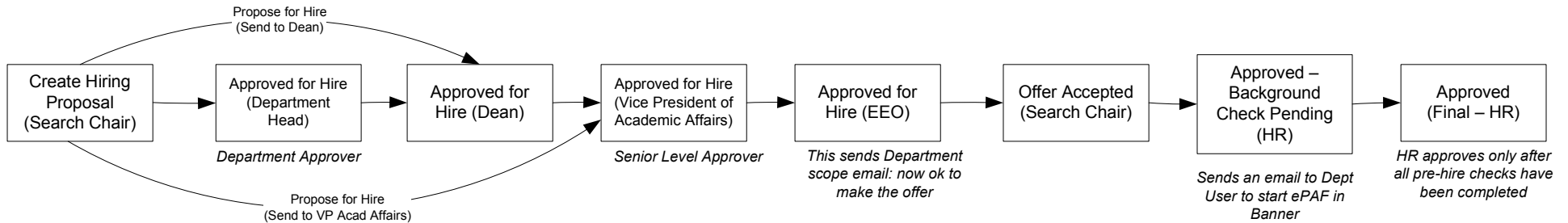
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Hiring Proposal – Exempt Staff



Hiring Proposal - Faculty



Hiring Proposal – Non-Exempt Staff

