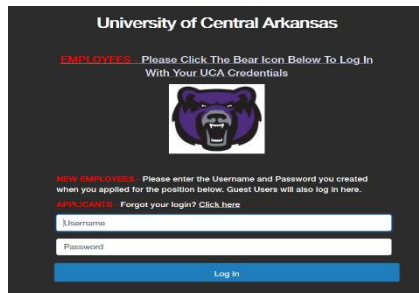


Welcome to PeopleAdmin

- To Log into the PeopleAdmin system as a UCA employee go to <https://jobs.uca.edu/hr/>



- There are three workflows in the applicant tracking system.
- (Workflows are at the end of these instructions)
 1. The **posting workflow** for the position.
 2. The **applicant workflow**/reviewing of the applications.
 3. The **hiring proposal workflow** which will be your Electronic Personnel Action Form.

PLEASE REFER TO THE WORKFLOWS AT THE END OF THESE INSTRUCTIONS.

- Applicants can search for jobs and apply for jobs online by going to <https://jobs.uca.edu>. Applicants must create a user name and password to apply for a position. Once the applicant has completed the application it will be on file in the system.

*User Groups/Roles

- a) Originator
 - Create postings
- b) Hiring Manager
 - Select applicants for interview/Start hiring proposals
- c) Department Head
 - Approve postings/Approve hiring proposals
- d) Dean (academic)
 - Approve postings/Approve hiring proposals
- e) Vice President (non-academic)
 - Approve posting/Approve hiring proposals
- f) Search Committee Member
 - Reviews applicants as a member of the search committee

Please have the POSTING number available if you call with questions.

Index

Topic	Order of Placement
Site Overview	3
How to Filter a Search for a Posting or Applicant	4
Posting Instructions for an Originator	6
Moving a Posting as Dept Head, Dean or VP	14
Hiring Manager Instructions for Selecting an Applicant	15
Approving the Hiring Proposal as a Dept Head, Dean or VP ...	20
Workflows for Classified or Non Classified	21
Workflows for Faculty	22

SITE OVERVIEW

~The Landing Page contains key menu items.

- **Inbox** - displays requests requiring your approval.
- **Watch List** – shortcut to postings you created.

The screenshot shows the UCA Online Recruitment System landing page. At the top right, the user group is set to 'Department Head'. The main navigation bar includes 'Home', 'Postings', and 'Hiring Proposals'. The page content is divided into several sections:

- Inbox:** A section with a search bar and a table of tasks. The 'Inbox' label is circled in red.
- Postings:** A section with a search bar and a table of postings. The 'Watch List' label is circled in red.
- My Filled Postings:** A card showing '0' filled postings in the last 30 days.
- My Open Postings:** A card showing '30' open postings.
- My Links:** A list of links including 'Useful Links', 'Your Applicant Portal', 'PeopleAdmin Instructions', 'Adjunct/Part Time Instructions', and 'Search Committee Instructions'.

Two callout boxes provide additional context:

- One box points to the 'My Filled Postings' and 'My Open Postings' cards, stating: "At a glance visualizations are on the home page".
- Another box points to the 'My Links' section, listing the available links.

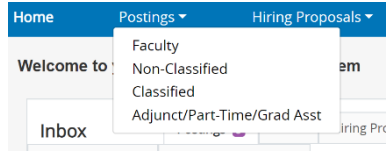
- Use your “My Links” to find your instructions, workflows and a short cut to the applicant portal.
- Your watch list is easily configured and managed by using the **bookmark**.

This screenshot shows the 'Watch List' section. It features a search bar and a table with columns for 'JOB TITLE', 'TYPE', 'CURRENT STATE', and 'STATE OWNER'. A bookmark icon is visible next to the job title 'Assistant Compliance Coordinator-Test-7-8-18'.

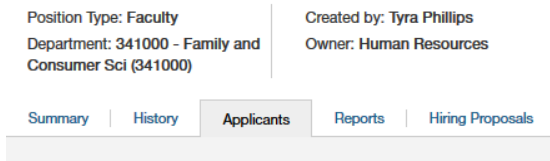
- The inbox is now inclusive of action items across each of your user groups.
- You can now take action on an item with one click, which will auto-log you in as the appropriate user group (hiring manager, department head, or vice president).

This screenshot shows the header area of the UCA Online Recruitment System. It includes the UCA logo, the user name 'Welcome, Lucy Phillips', and a 'User Group' dropdown menu. A red arrow points to the 'User Group' dropdown, which is currently set to 'Department Head'.

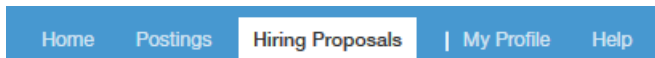
~The “Postings” tab – view postings



~The Applicants tab – Search and view applicants



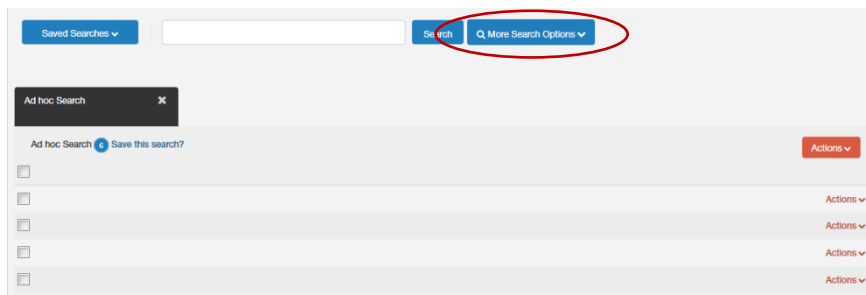
~The “Hiring Proposal” tab – View progress or completed hiring proposals



IF YOU CAN'T SEE A POSTING OR APPLICANT THEN YOU MAY NEED TO FILTER.

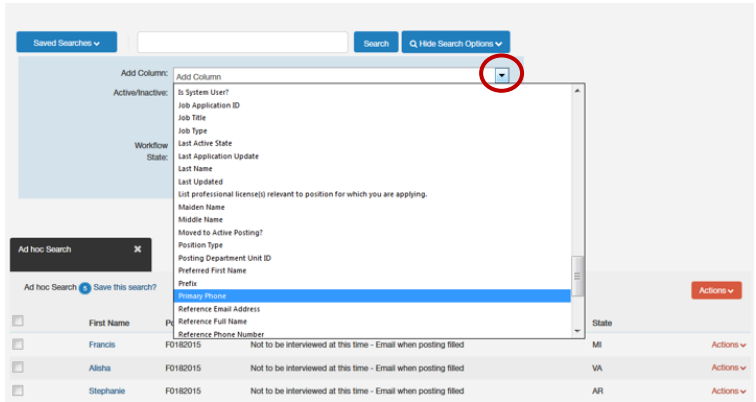
~HOW TO FILTER A SEARCH FOR A POSTING OR APPLICANTS

- This is the key component to being successful in PeopleAdmin. Learn how to search!
- Here is how your page might look with no rows or columns:

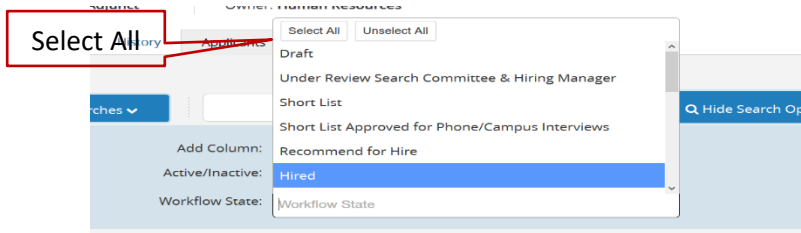
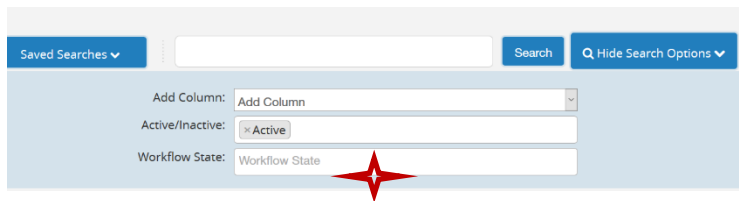


- Click on the “More Search Options” to add your rows and columns.

- To build out “rows” and “columns” click the drop down for “Add Column”. You may then select your columns you would like on the title bar. See below.



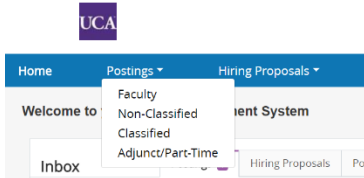
- To determine where the position is in the posting process click in the “Workflow State” box and “Select All”.



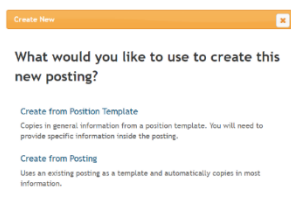
JOB POSTING INSTRUCTIONS FOR ORIGINATOR ROLE

The originator is the person who is completing the request to post a position.

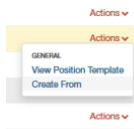
- Click on **Postings Tab** on the dashboard.
- Choose Faculty, Non-Classified or Classified depending on what type of position you are requesting. For Adjunct or Part Time postings see separate instructions.



- Click **“Create New Posting”**.
- You will create from a **position template** when you are working from a template available in PA.
- You will create from a **posting** when you have created the same posting at a previous time.



- Scroll through jobs until you find the correct template.
- Find the appropriate job title you want to post. To the far right of the working title click on the **“Actions”** button and click **“Create From”**.



- At this point you may change your working title to what you would like to advertise to the public.
- If this is a **UCA Internal Hire Only** you would note that in the working title. BUT you must make this a disqualifying supplemental question in order to disqualify those who are not currently employed at UCA. *See supplemental questions.*
- Verify Division, College, and Department.
- Verify information on this screen is correct and click on **“Create New Posting”**.

A screenshot of the 'New Posting' form. The title is 'New Posting' with a 'Create New Posting' button. Below the title is a red asterisk indicating required information. The form has several fields: 'Working Title' (text input with 'Administrative Specialist III'), 'Division' (dropdown with 'President (DIV) (President (DIV))'), 'College' (dropdown with 'President (President)'), and 'Department' (dropdown with '501000 - Human Resources (501000)').

If this is an internal hire then add that in the working title.
Ex: Administrative Specialist III- UCA Internal Hire Only.
See Page 9.

References Section

- In this section you can **request reference letters** from a third party or just obtain reference information. If you would like to use this feature to collect letters of reference then follow the diagram below:

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

- If you would like to collect reference information and **NOT collect reference letters** through this system then follow the diagram below:

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

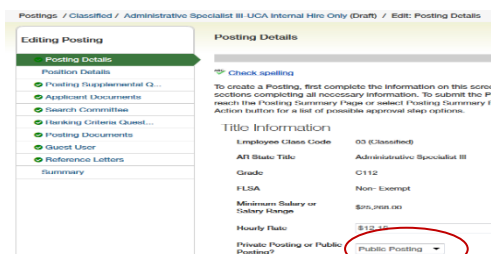
Online Applications

Accept online applications?

- Leave “Online Applications” checked.
- Click **“Create New Posting”**.
- You will now begin to build the posting.
- You will go through each section until you have reached the summary page.
- Refer to the following pages on how to build the posting.

Posting Details

- Select “Public Posting”.
- Click Next.



Position Details

- As you complete this section of the posting you will notice that you can edit some of the fields and some you cannot. This will depend on the type of position you are posting. Ex: classified, non-classified, or faculty. Also, the fields in red must be completed.
- Complete justification for this position.
- Complete index and account number for your department/position. These are the account numbers you would use on the PAF for your department and index number of salary line. For more information, please contact the Budget Office. If there is a shift differential or split accounts please put it here.

Position Information

Posting Number

Justification for filling the position This field is required.

If Replacement, provide incumbents name.

Working Title

Position Number

Home COAS

Index and Account Number This field is required.
(For Adjunct and Part Time add PAF end date) (Ex: "501000-660100/PAF ends 05/15/2017)

If you have more than one account and index # then you may designate how you would like for it to be split.

Ex: 501000-12345 50%
333300-12345 50%

- If needed update Job Duties and Responsibilities, and Knowledge, Skills and Abilities.
- Note: some fields are prepopulated and are not editable.
- Complete Preferred Education and/or Experience if needed.
- Complete desired start date. This must be on the 1st or 16th of each month.
- Choose Hiring Manager (you can query for the Hiring Manager. If they are not listed contact HR to request to add Hiring Manager).
- **POSTING MUST HAVE A HIRING MANAGER TO CONTINUE.**
- Choose "Full-Time".
- List the supervisor's name.

Desired start date

Hiring Manager This field is required.
The Hiring manager is responsible for screening and selection of applicants

Originator This field is required.

Full-Time/ Part-Time Full Time is for Classified, Non-Classified and Faculty.
Part Time is for hourly employees.
Adjunct Faculty is for those with under 75% load.

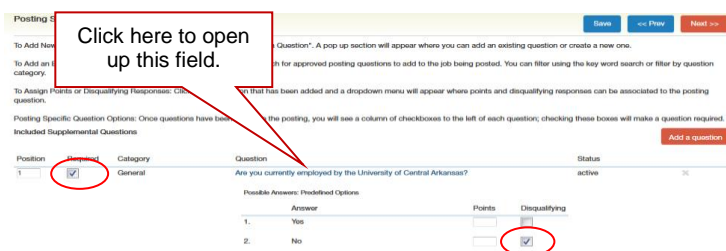
Who will be the supervisor? This field is required.

- Complete Physical Demands and Physical Exertion if needed (this is not in the faculty posting).
- Complete Open and Close Dates (this may be adjusted by HR if needed before posting).
- Choose Yes or No option for Open until Filled. You may *not* choose “No” AND “Open until Filled”.
- If needed complete Special Instructions to Applicant (ex: link to department website).
- Please check the outside sources you plan to advertise in. This WILL NOT place the ad for you. ***YOU will be responsible for advertising in off-campus sources through Purchasing.***
- Click “Next”.

Supplemental Questions

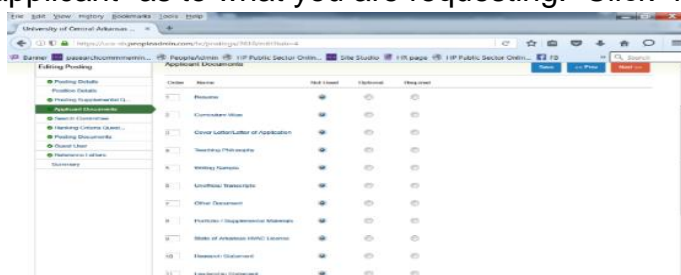
- If you want to add a supplemental or a specific question to ask the applicant click the “**Add a question**” button.
- You can either choose an existing one or add a new one (note: if you add a new question HR’s approval is required). After selections of supplemental questions click submit.
- This is a tool that can be used to disqualify applicants. Ex: If the job requires someone to have a valid driver’s license and they check no on the question then they will be automatically eliminated for that position. This is where you will need to experiment with your options to set this up to properly screen the applicants that do not qualify for the position.

You **MUST** use this feature to disqualify applicants if you are hiring as a “UCA Internal Hire Only” search. In order to do so click on “Add a question”. Search for the question “Are you a current UCA employee”, check the required box then click on the blue question. It will open up the field to allow you to check “no”. If the applicant checks “no to they are not a current UCA employee then they will be disqualified for the position. See below.



Applicant Documents

- You can require or make optional a resume, cover letter, etc. If the required button is selected, the applicant cannot submit their application without the required documents.
- If you check “Other Document” you will need to put instructions in “special instructions to the applicant” as to what you are requesting. Click “Next”.



Search Committee

- Search Committee members have access to view applicant information and documents. This is to be used by people that work for UCA. If you want to set up an account for someone **outside** the UCA community you may do so by adding them as a guest user. If you do not see a search committee member you can request that they be set up for system access by the Human Resources department. The Originator of the posting has the ability to designate a search committee chair. Once you have completed the posting as the originator you will not be able to add committee members. You will have to email Tyra, tyrap@uca.edu or Kim, kimh@uca.edu to add members.
- Click “Next”.

Search Committee

Save << Prev Next >>

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User Create New User Account

Save << Prev Next >>

Ranking Criteria Questions

- Setting up ranking criteria allows the system to compile open-ended and predefined mass responses to questions established by the search committee chair(s) or Dept. Head.
- This is a very useful **rubric** to allow the search committee to rank all applicants in order to obtain your short list to interview.
- All ranking criteria must be included while the posting is in originator, department head or dean status.
- To build out the questions and scoring system select “Add a Criterion”.
- An “available evaluative criteria” box will pop up.
- Find the question you would like to add.
- Click the “Add” check box to the left. To open up the question field click on the question.
- Change the “applicant workflow state” to “Under Review Search Committee & Hiring Manager” and click “Submit”.

Uncategorized Does the applicant have the necessary teaching experience?

Uncategorized Does the applicant have the communication skills necessary for this position?

Possible Answers:

1. Strongly Agree
2. Agree
3. Disagree

Applicant workflow state: Under Review Search Committee & Hiring Manager

Displaying 16 - 30 of 31 in total
← Previous | Next →

Can't find the one you want? Add a new one

Submit Cancel

- If you do not see the question the committee would like to use, then the originator, dept. head or dean may add a new one. It will then route to HR for approval.
- If you are using an existing question you can change the weight and points to the rubric you prefer to use.
- To open the question box click on it.

Category	Description	Weight	Workflow State	Status
Uncategorized	Please rate the strength of the candidate's application materials.	100	Under Review Search Committee & Hiring Manager	active
Uncategorized	Does the applicant have the communication skills necessary for this position?	100	Under Review Search Committee & Hiring Manager	active

Name communication

Label communication question

Workflow State
Under Review Search Committee & Hiring Manager

Weight 100

Possible Rankings	Points
Strongly Agree	60.0
Agree	30.0
Disagree	10.0

- To weight the questions for each applicant please see the instructions for Search Committee Members.

Posting Documents – Please upload as a Word Doc

Posting Documents Save

If you are not advertising outside of UCA then do not attach an advertising announcement.

Advertisement announcement for external postings needs to be attached for approval and processing

Advertisement Announcement will not convert to PDF to allow for direct edits to be made.

PDF conversion must be completed for the document to be valid when applicable.

- Click on Actions to the right of “Advertisement Announcement (Word Document).
- You may Upload New, Create New, or Choose Existing advertisement announcement - if needed. *If you do not plan to advertise in outside resources then do not attach anything.*
- **This will only provide a copy of your ad for approval. You will be responsible for your own outside advertising.**
- Click Next.

Guest User (For users OUTSIDE of UCA)

- The system allows you to set up guest user access for individuals **OUTSIDE** of UCA involved in the process without giving them access to make changes or view confidential information. Once you have entered all guest user information, the Human Resources department needs to approve the guest user account. An email containing the guest user login information and instructions will be sent to the guest.

Guest User Save << Prev Next >>

Click on the Create Guest User Account button. The system will automatically generate a Guest Username. You can add Guest Users' email addresses in the Email Address of Guest User Recipients box. Each email address must be on a separate line. Once you have added all of the email addresses, click on the Update Guest User Recipient List. The system will email these users when the posting is Posted. When finished or to skip this section, click the Next button.

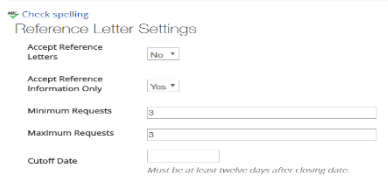
Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

Reference Letters

- Do you want to allow the system to collect reference letters or reference information only?
- If letters, a link will be automatically be sent to the reference provider via email.



Check spelling
Reference Letter Settings

Accept Reference Letters

Accept Reference Information Only

Minimum Requests

Maximum Requests

Cutoff Date
Must be at least twelve days after closing date.

- If you are requiring reference letters then please place the following information under “Applicant Special Instructions”.

Applicant Special Instructions

Please provide contact information for three references. Letter of reference will be requested at this time.

- If you are NOT requiring reference letters then please place the following information under “Applicant Special Instructions”.

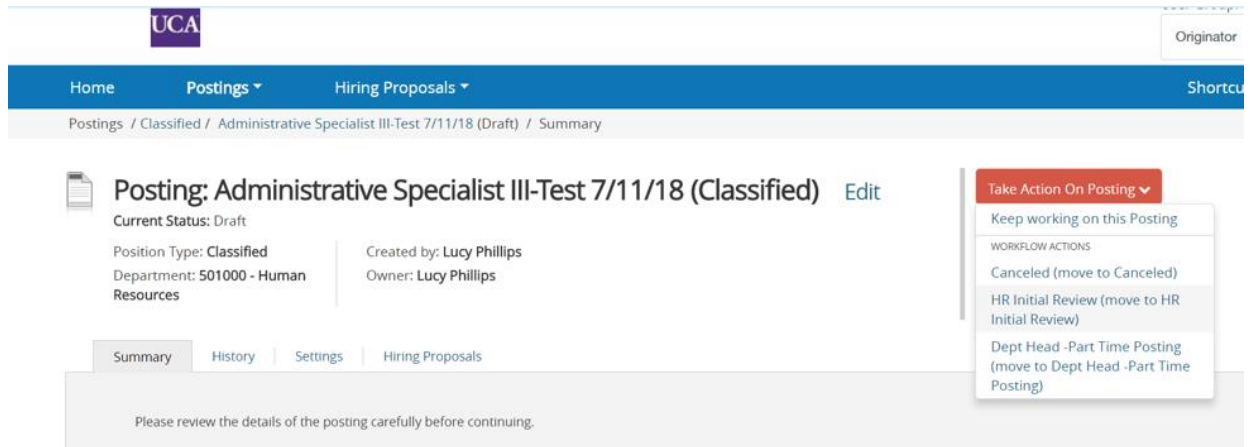
Applicant Special Instructions

Please provide contact information for three references. Letter of reference will NOT be requested at this time.

You have now originated your request for a position. The next step is to obtain electronic signatures by sending the posting through the work flow for approval. Please review the details of the posting carefully before continuing. Make any necessary changes.

Final Step

- Review the posting for accuracy and make any corrections if needed.
- Hover over the **“Take Action on Posting”** button.
- The final step for classified and non-classified positions is to move the posting to “HR Initial Review”. For faculty positions you will move the posting to “Move to the Department Head” for approval. You don’t need to do anything else with the position prior to it being posted unless you have more than one role in the system, i.e. Hiring Manager, Dept. Head.



UCA

Originator

Home Postings Hiring Proposals Shortcuts

Postings / Classified / Administrative Specialist III-Test 7/11/18 (Draft) / Summary

Posting: Administrative Specialist III-Test 7/11/18 (Classified) Edit

Current Status: Draft

Position Type: **Classified**

Department: 501000 - Human Resources

Created by: Lucy Phillips

Owner: Lucy Phillips

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Canceled (move to Canceled)

HR Initial Review (move to HR Initial Review)

Dept Head -Part Time Posting (move to Dept Head -Part Time Posting)

Summary History Settings Hiring Proposals

Please review the details of the posting carefully before continuing.

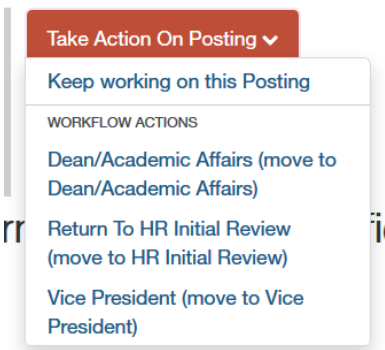
You do not have editing capability any longer since the posting was moved forward in the approval flow. If the next person in the workflow wants to make changes then they may do so.

Now it is in possession of the next person in the work flow and after their review of the posting (signature) it will be sent to the next step in the workflow.

JOB POSTING INSTRUCTIONS FOR

DEPARTMENT HEAD, DEAN, AND VICE PRESIDENT

- You will receive an email notifying you an action item is waiting for your approval or you can go to jobs.uca.edu/hr and log in with your UCA user name and password.
- Click on the job posting in your People Admin inbox on the home tab or if it is not on your watch list go to Postings and Classified, Non-classified or Faculty to find the posting.
- Review the posting making any edits necessary. Move it in the workflow to your Dean or VP, whichever is appropriate.
- Click Submit.



It will now continue on its journey until it has been completely approved and will be posted on the website by HR.

APPLICANT WORKFLOW INSTRUCTIONS FOR THE HIRING MANAGER

*****IMPORTANT*****

**THERE ARE NO EMAIL TRIGGERS DURING THIS
PROCESS!!!**

REVIEWING APPLICATIONS AS THE HIRING MANAGER

PLEASE NOTE: If you cannot find the posting or applicants you are looking for then you will need to filter your search. See “How to filter a search for a posting or applicant” on page 4.

- You may either review the applications while the job is currently posted or when removed from web (closed). If the posting was an “OPEN UNTIL FILLED” posting then you must call or email me at tyrap@uca.edu or 852.2662 to close the posting.
- The Hiring Manager assigned to the posting will receive an email notification stating the job is closed/removed from the web and applications are waiting for review. Click on the People Admin link in the email to login into the system or go to jobs.uca.edu/hr.
- The posting will be in your watch list but not in your inbox. Click on the posting.
- If it is not on your watch list then you may go to the postings tab, click on Faculty, Non-Classified, or Classified, whichever applies.

Watch List | Postings 1 | Hiring Proposals | Position Requests

SEARCH [Unwatch Postings](#)

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input checked="" type="checkbox"/>	Assistant Compliance Coordinator-Test-7-8-18 501000 - Human Resources	Non-Classified	Closed/Removed from Web	Human Resources

- Click on the applicants tab to see your applicants.
- Click on the applicants name to see their application.

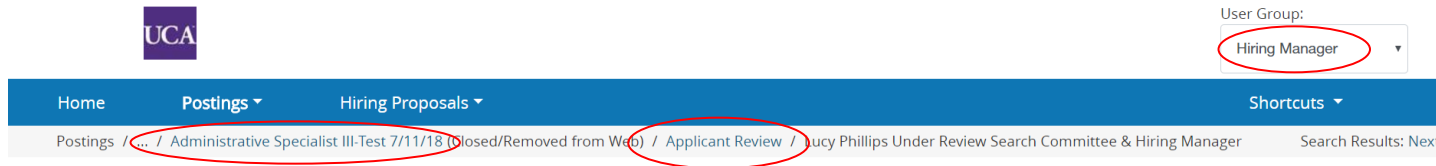
Summary | History | Applicants | Reports | Hiring Proposals

Saved Searches Search [More Search Options](#)

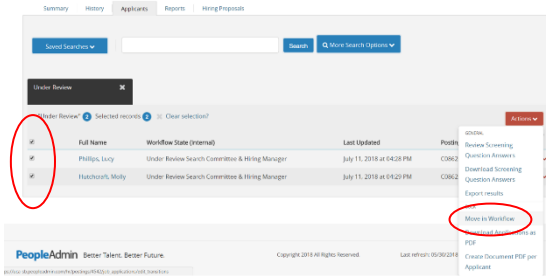
Under Review Selected records 2 Clear selection?

<input type="checkbox"/>	Full Name	Workflow State (Internal)	Last Updated	Posting Number
<input type="checkbox"/>	Phillips, Lucy	Under Review Search Committee & Hiring Manager	July 11, 2018 at 04:28 PM	C0862018
<input type="checkbox"/>	Hutchcraft, Molly	Under Review Search Committee & Hiring Manager	July 11, 2018 at 04:29 PM	C0862018

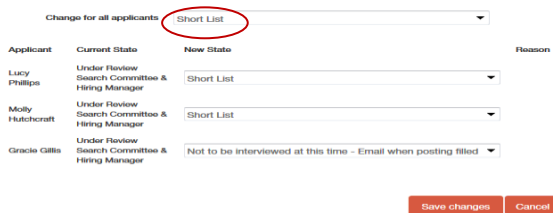
- If you want to move to the next applicant click “next” in the blue link at the top right. See below.
- To go to your posting or “Applicant Review” click in the “bread crumb trail” on the posting name.



- After you have viewed all applications and you are ready to move applicants in the workflow, check **EACH** applicant check box or the check box on the title bar to choose **ALL** applicants.
- Next click the “Actions” button on the right side above all their names and choose “move in workflow”.



- Click drop down for “Change for all applicants” and select “Short List”.
- Next on the drop down box beside each applicant choose the proper status which would be “short list” OR “not to be interviewed at this time”.
- After you have made your selection click “Save changes”. This process may take several minutes.
- You may click your refresh button in the browser bar to speed things up.



*****IMPORTANT*****

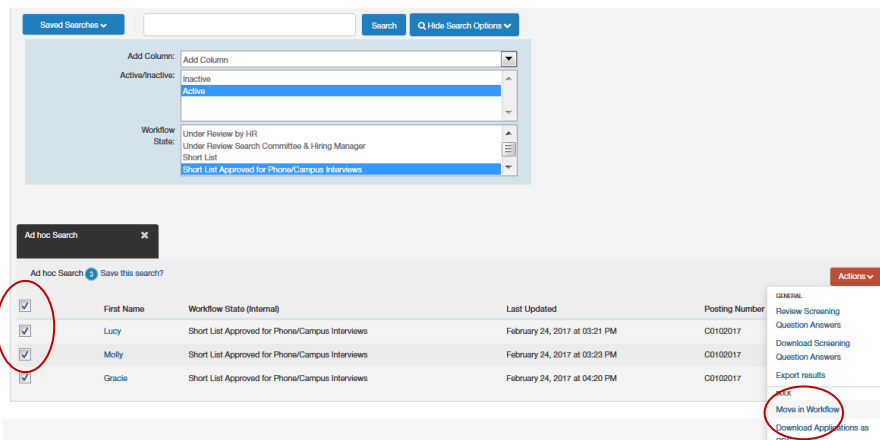
- This will move your applicants to the “Short List” for the Affirmative Action Officer to review.
- You **MUST SEND AN EMAIL** to the AA Officer, Adam Rose (arose@uca.edu) to let him know you are ready for his approval of the “Short List” in PeopleAdmin. You must specify which Posting he needs to approve. Ex: Lecturer I-Chemistry Department, posting number F0232014.
- Once the AA officer approves the applicants for interview you will receive an email in Gmail from the AA Officer to inform you that your applicants have been moved to “Short List Approved for Phone / Campus Interviews” workflow state.
- You may then begin your interviews. If you put an applicant on the short list then you must interview them.

- You may then make a verbal offer contingent upon the passing of their background check and the President’s approval.

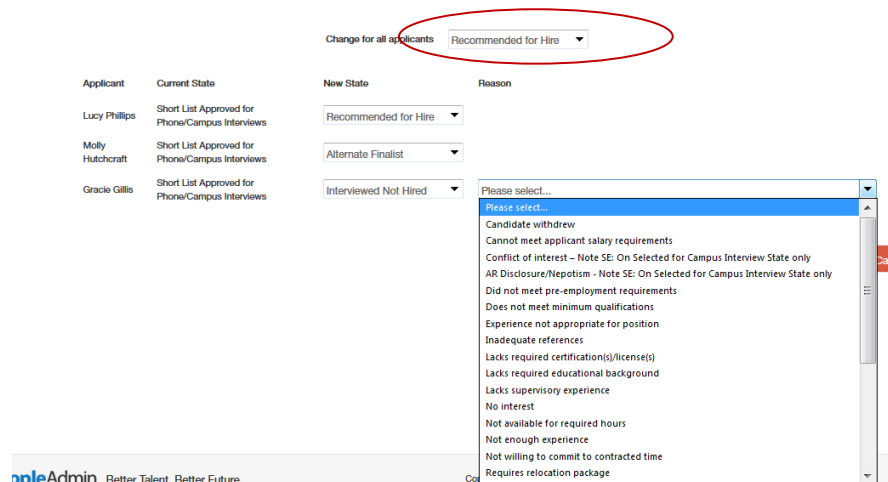
DO NOT BEGIN YOUR INTERVIEWS UNTIL YOUR SHORT LIST HAS BEEN APPROVED BY AFFIRMATIVE ACTION.

Applicant Selection

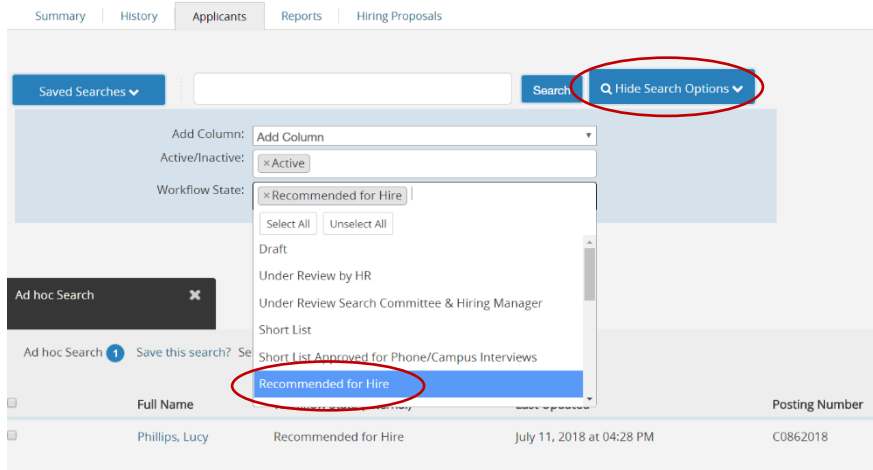
- After you have conducted your interviews, selected the applicant and made a verbal offer then move your applicant in the workflow to “Recommend For Hire”. **This WILL NOT start the PAF!**
- On your home page tab find the posting in your “Watch List” or search for the posting by hovering over the posting tab and select position type then place the posting # in the search bar. After finding your posting click on it and go to your “Applicants” tab. Scroll down.
- If you do not see your applicants then see Page 4 on how to filter your search options.
- Click on the box beside “First Name” in the title bar and the “Actions” button and “Move in Workflow”.



- Check the drop down “Change for all applicants” to “Recommend for Hire”.
- You may then select which applicant you would like to hire. The applicants you did not choose click the drop down stating the reason why they were not hired. You must also enter a reason why you hired the selected applicant over the other applicants interviewed. This is a required field.
- “Save changes”.



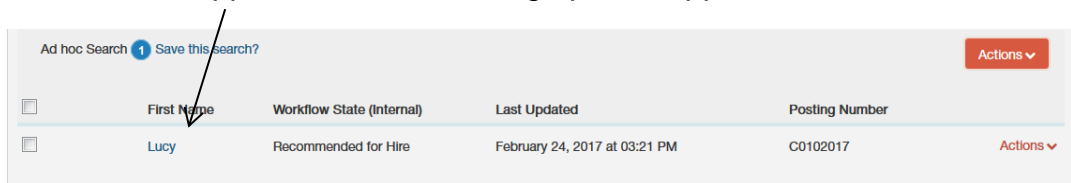
If you are not defaulted to the selected applicant at “recommended for hire” then you will need to find the proper workflow by filtering. Click on “More Search Options” then select the “Recommended for Hire” workflow state and click the “Search” button.



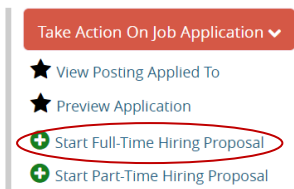
DO NOT STOP HERE!!!! Start the hiring proposal.

Hiring Proposal (created by Hiring Manager)

- It is now time to start the hiring proposal. This is done by the **Hiring Manager**. This is the PAF.
- At this point you may verbally offer the applicant the position contingent upon the passing of their background check and the President’s approval.
- Click on the applicants name to bring up their application.



- As the Hiring Manager click on “Start Full Time Hiring Proposal”. Please select correct hiring proposal. (full time vs. part time)



- You may now review your hiring proposal.

- Check your index and account number for accuracy.
- Add your approved “Salary/Pay”.
- Add the start date which will be on the 1st or 16th of each month.
- For Faculty proposals click the drop down field “Is draft offer letter attached”. If you need to attach it you may do so on the next page. If it is not required by your department that a letter be attached then click no.
- If the applicant is a current UCA employee then add their ID # and department. If not, then enter "New".
- Make sure all the required areas in red are completed on the hiring proposal.
- Click next.

Please confirm the name of the supervisor This field is required.

Hiring Information

Special Instructions to Hiring Mgr.

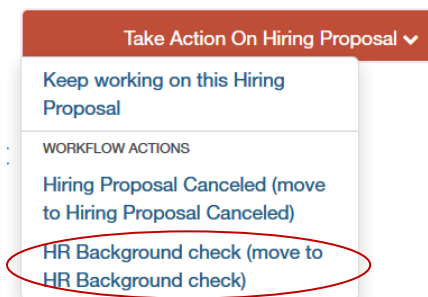
Approved Salary/Pay This field is required.

Start Date This field is required.
(start on 1st or 16th of each month)

If new hire is a current or past UCA employee, enter ID, former title, and former dept. This field is required.
If not a former employee please type NEW.

Please use this box to communicate any relevant information to other departments that may be needed in the hiring process.

- Click next.
- Attach offer letter ONLY if required by your department. Click next.
- You will now move the hiring proposal to HR for the background check consent form to be emailed to the selected applicant and completed.
- It will then be moved by HR in the workflow for approval of the PAF process and continue until completed.
- The hiring manager will receive the completed PAF in an email. Please share with those who may need a copy such as your Department Head or Administrative Assistant.

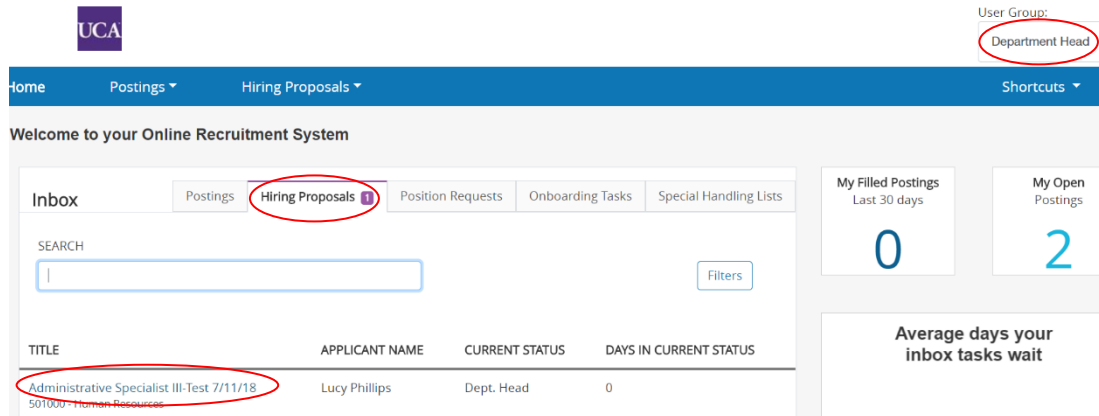


HIRING PROPOSAL WORKFLOW

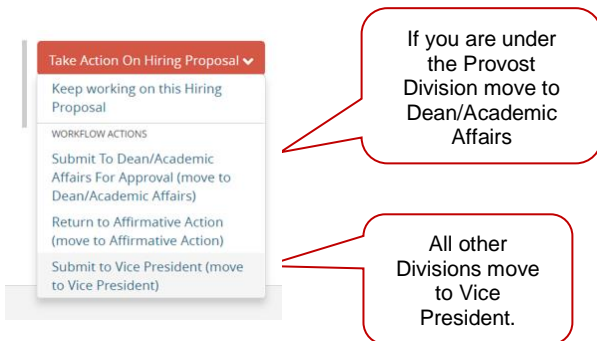
DEPARTMENT HEAD, VP, or Dean

Takes the place of a PAF (Personnel Action Form)

- As Department Head, VP, or Dean **you will receive an email** informing you to go to your home page, open the inbox and view the hiring proposal waiting for your approval.
- Click on the “Title”.



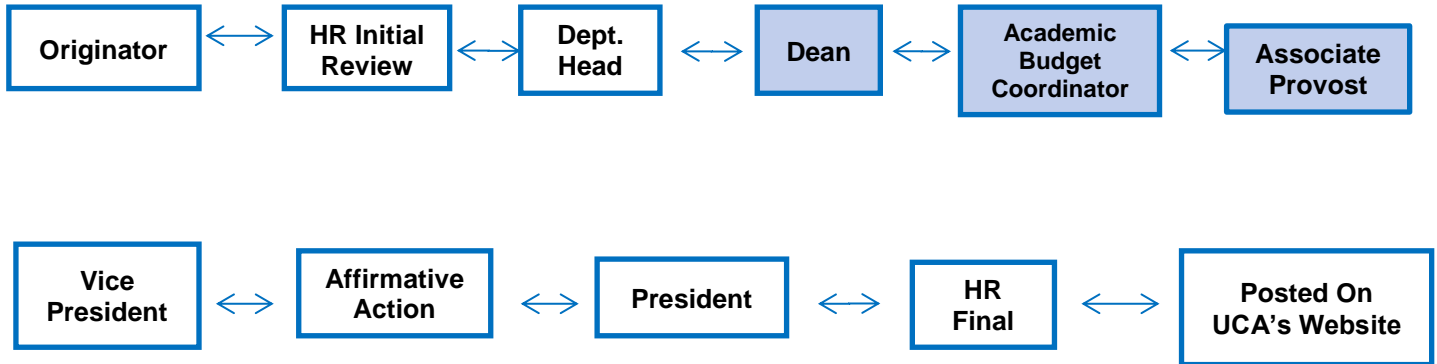
- Review the hiring proposal before moving in the workflow. Click on the orange **“Take Action on Hiring Proposal”** button and make the appropriate selection to move the applicant in the workflow. Academics will move to the Dean and Non academics will move to the Vice President. If you do not know where to move it please see your workflows listed in the instructions.



- The hiring proposal will now continue on its journey to HR, Budget, and the President until it has been completely approved.
- The hiring manager will then receive an electronic PAF via email. Please forward it to your dept head and Administrative Assistant.

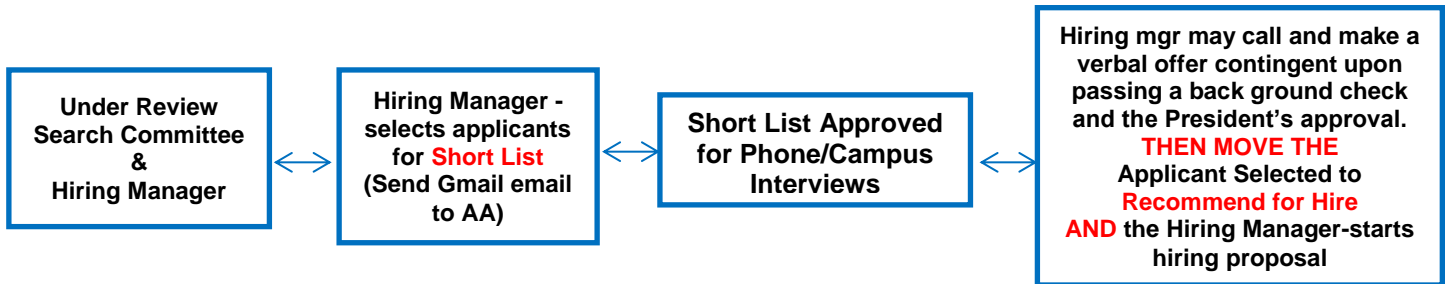
University of Central Arkansas- Basic Classified/Non-Classified Workflow

Posting Lifecycle

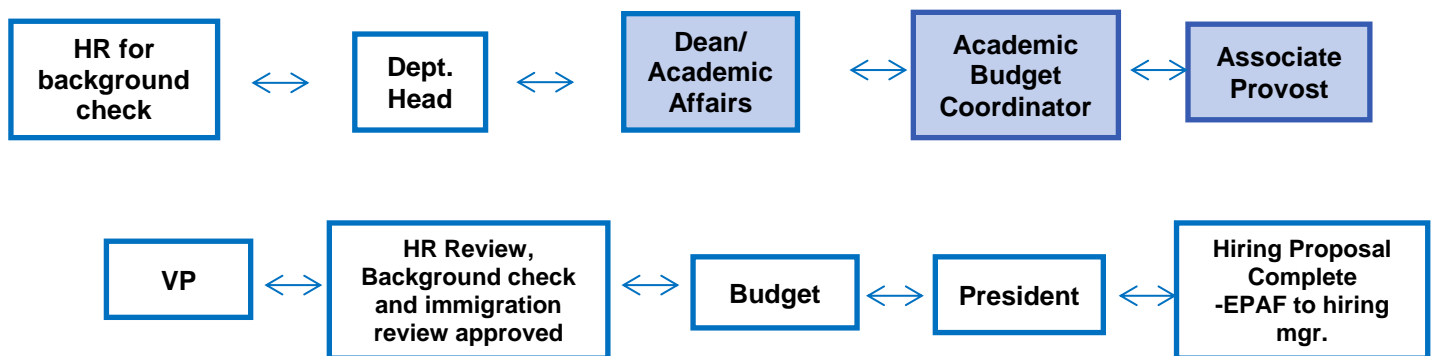


Applicant Lifecycle *****NO EMAIL TRIGGERS*****

*This step is completed by the hiring manager.

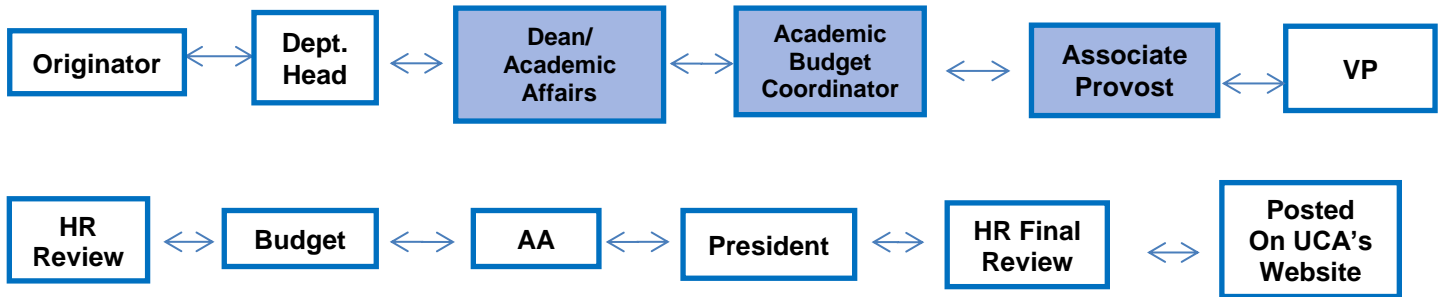


Hiring Proposal Lifecycle (EPAF)



University of Central Arkansas- Faculty Workflow

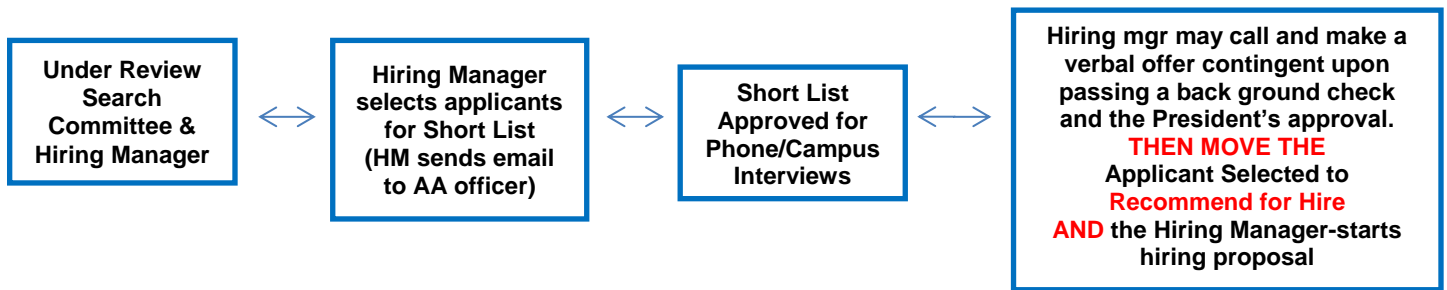
Posting Lifecycle



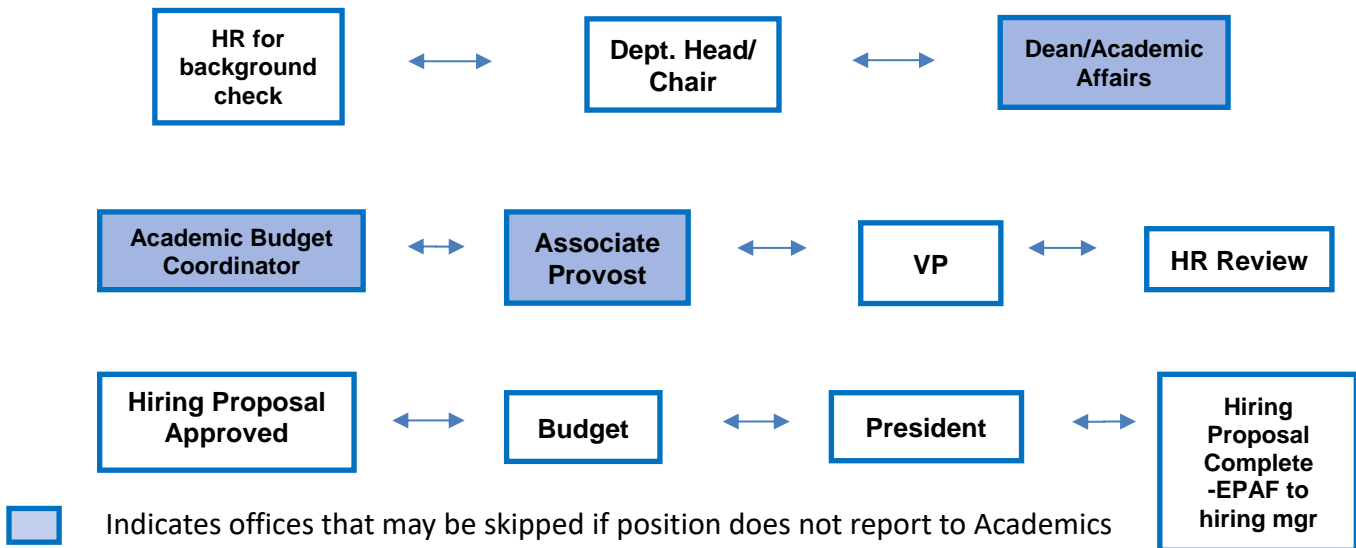
Applicant Lifecycle

*No email triggers

*This section is completed by the hiring manager



Hiring Proposal Lifecycle - EPAF



Revised 6/3/21