Job Opening

Recruiter/ Hiring Manager/ TA Coordinator/TA Affirmative Action

Complete Primary Job Opening Information → Enter Job Detail → Add/Upload Attachments → Complete Assignments Information → Add Job Posting Information → Complete Screening Information* → Add Additional Approvers to Approvers Page

Recruiter/Hiring Manager/TA Affirmative Action

Job opening sent for approvals → First Approver-Pending Approval → Approve Job Opening?

— N → Resubmit

— Y → Add Approvers → Second Approver thru Final Approver-Pending Approval

Approve → Job Opening is Open/Posted

Deny → Resubmit

Back to previous approver

Pushback

System (TAM (Batch Processes))

Build Job Index (posts job openings to websites) → Application Process