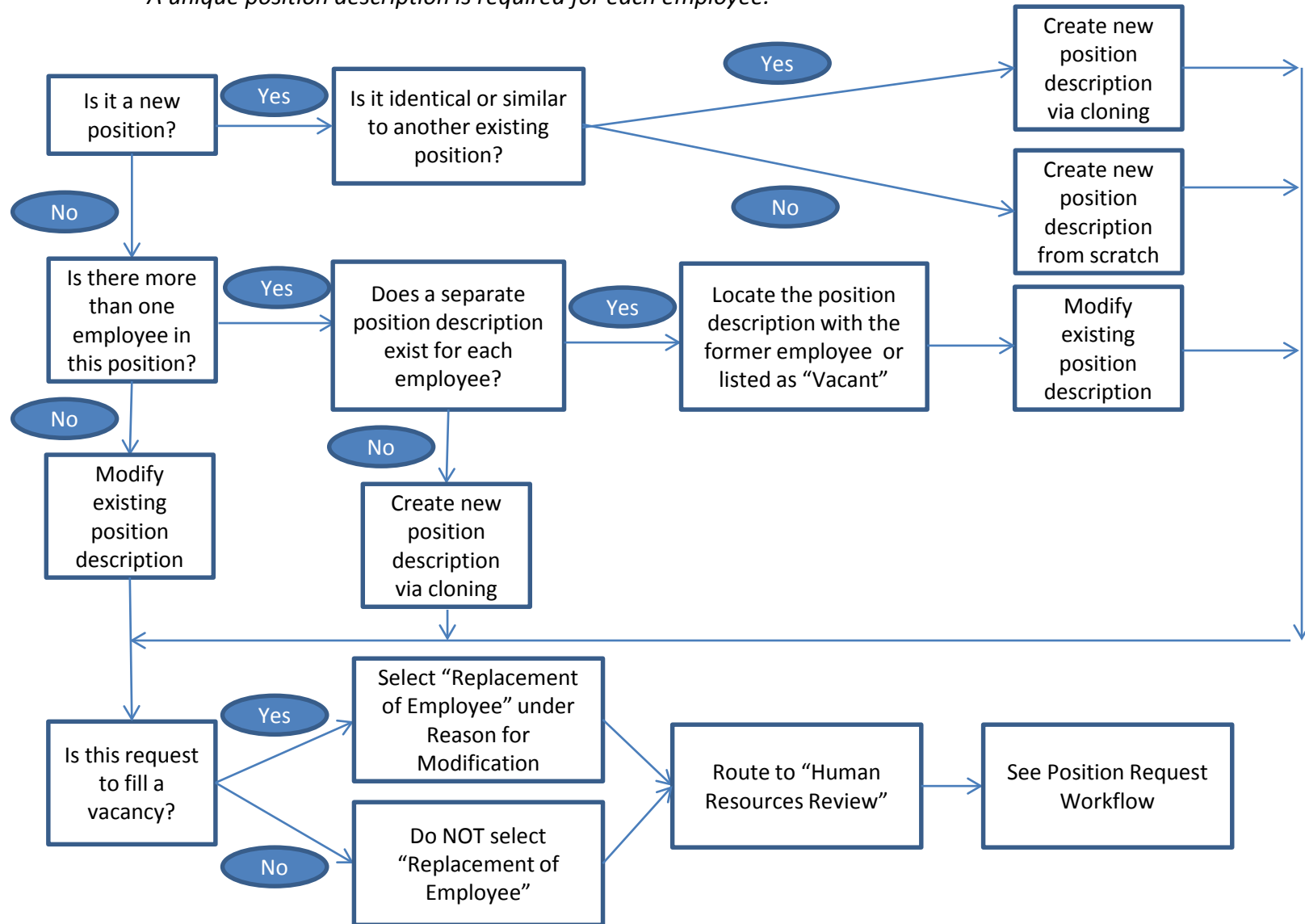


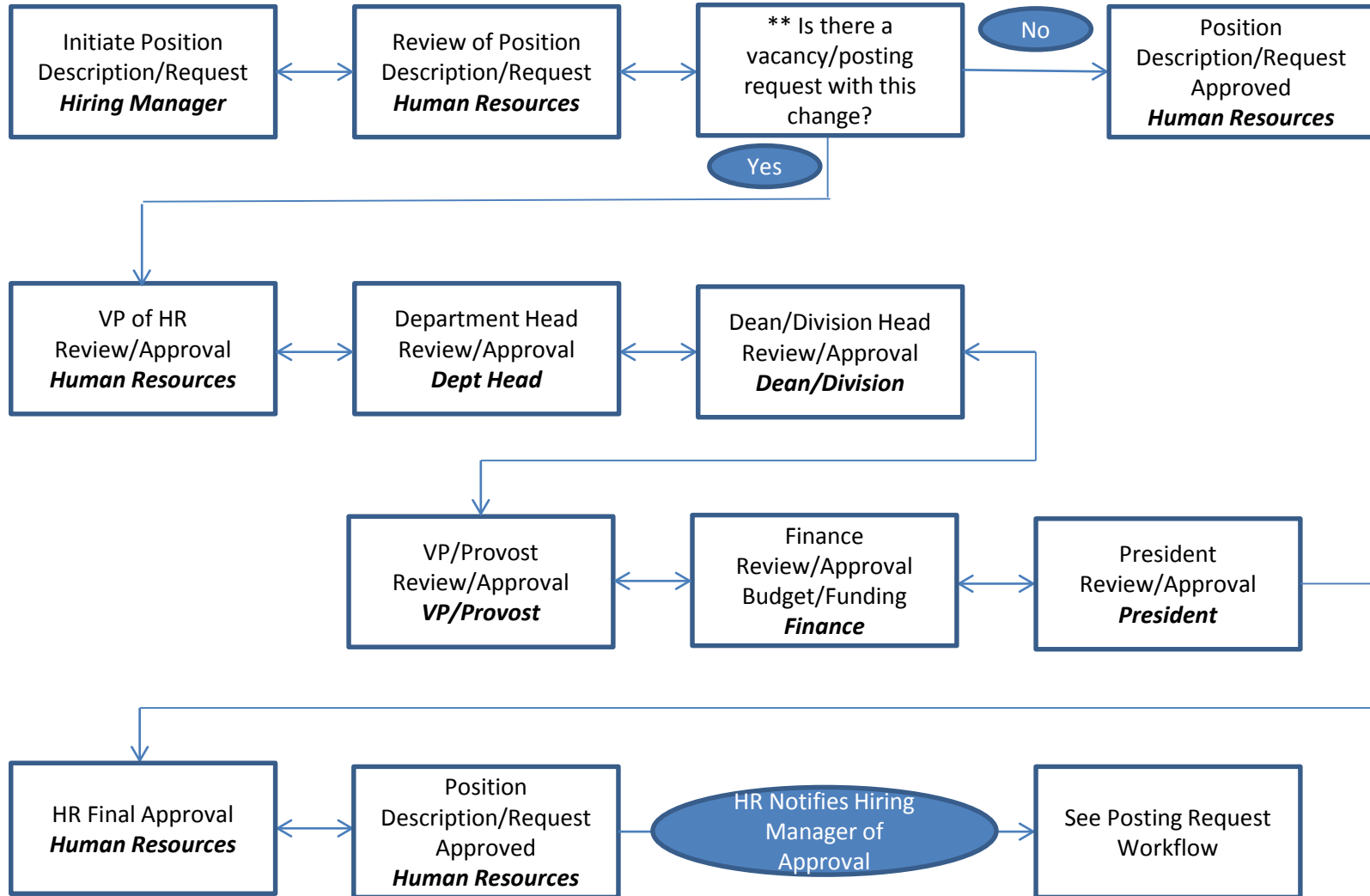
Jobs.messiah.edu >>>>> Step 1: Position Description/Request Decision Tree

IMPORTANT: An approved position description request is required **PRIOR TO** creating the posting.
A unique position description is required for each employee.



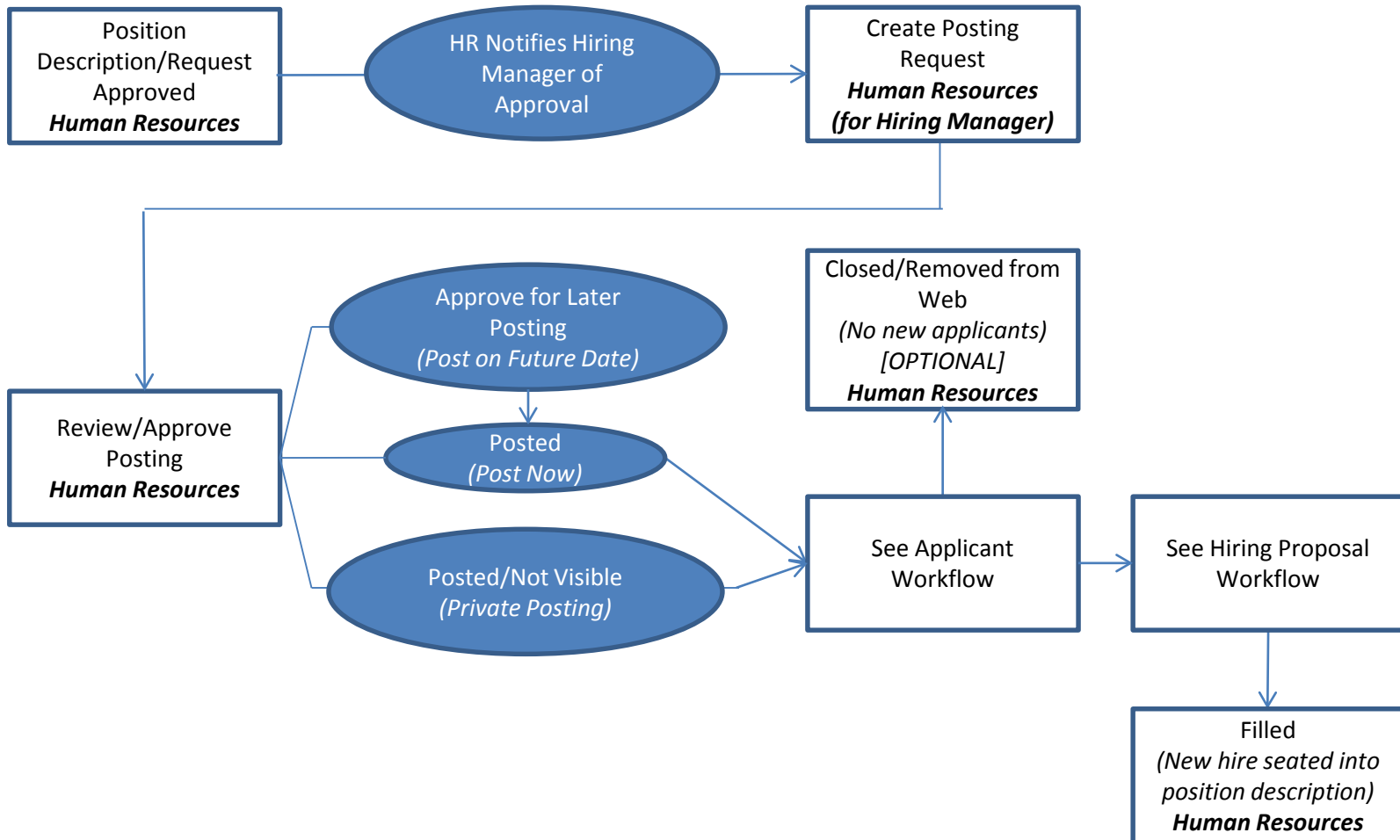
Jobs.messiah.edu >>>>>> Step 2: Position Description/Request Workflow

IMPORTANT: The Position Description creation/modification is the position request and is required **PRIOR TO** starting the posting.



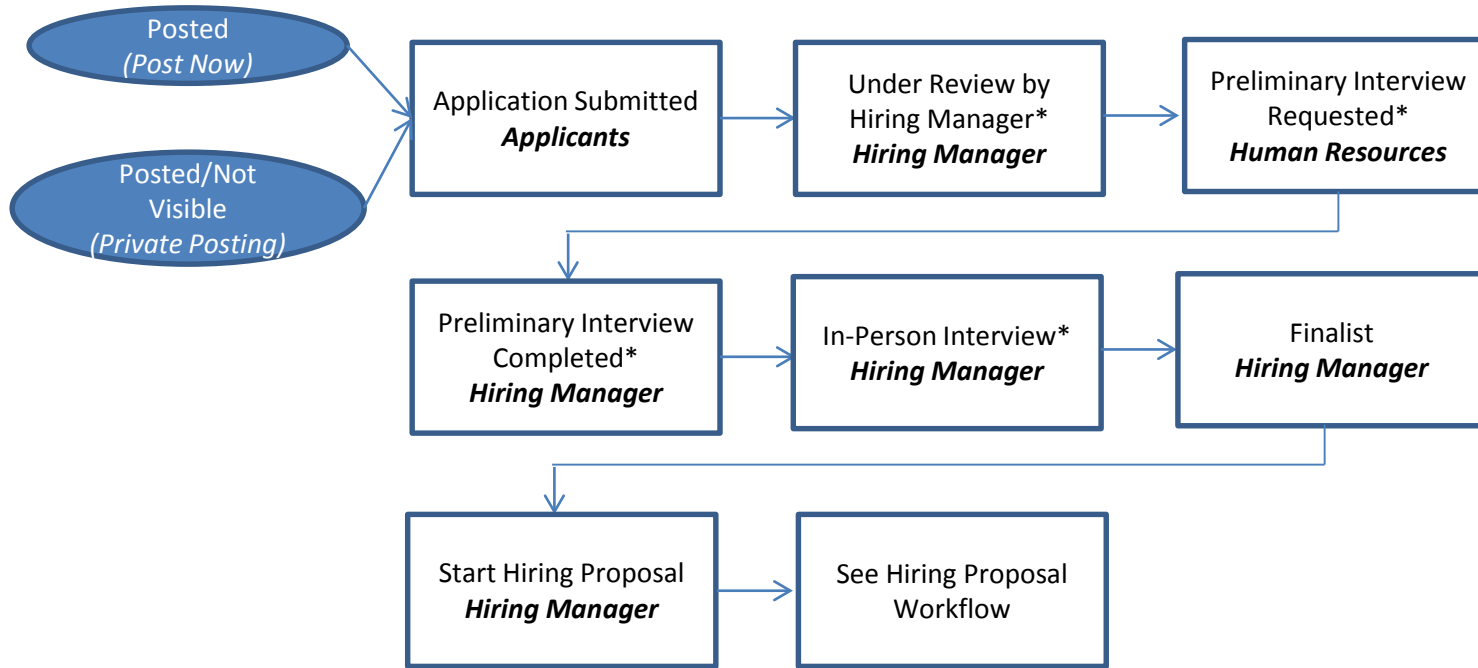
Jobs.messiah.edu >>>>>> Step 3: Posting Workflow

IMPORTANT: Posting is required for internal and external postings as well as positions in which the posting is only to be opened up to applicants chosen by the hiring manager. Only Hiring Manager and Human Resources in this process.

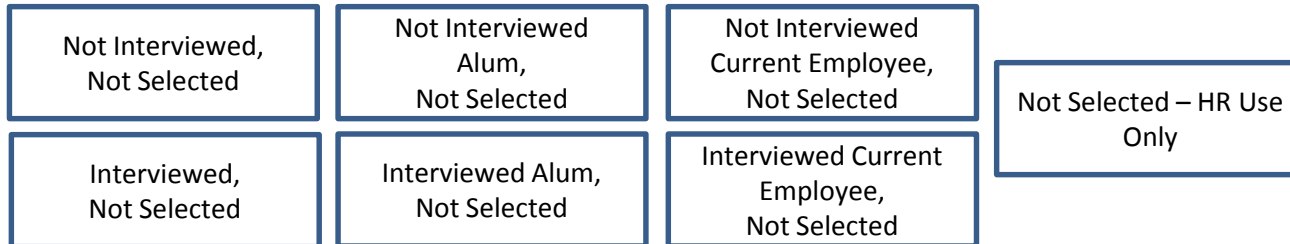


Jobs.messiah.edu >>>>> Step 4: Applicant Review/Workflow

IMPORTANT: Automatic notifications are not currently available for this workflow. Alternate communication methods (e.g., user-generated e-mail) will be required.



* **INACTIVE STATES:** All unselected applicants, except for Finalists, must be moved to one of the following inactive states prior to the position being marked as filled. The move of an applicant to one of these states can occur at any step in the process. Applicants in a "Not Interviewed" state will receive a notification e-mail of this status when the posting has been "Filled".



Jobs.messiah.edu >>>>> Step 5: Hiring Proposal

IMPORTANT: A completed Hiring Proposal (i.e., status of “Hired”) is required in order to close the posting and seat the new hire into the position description.

