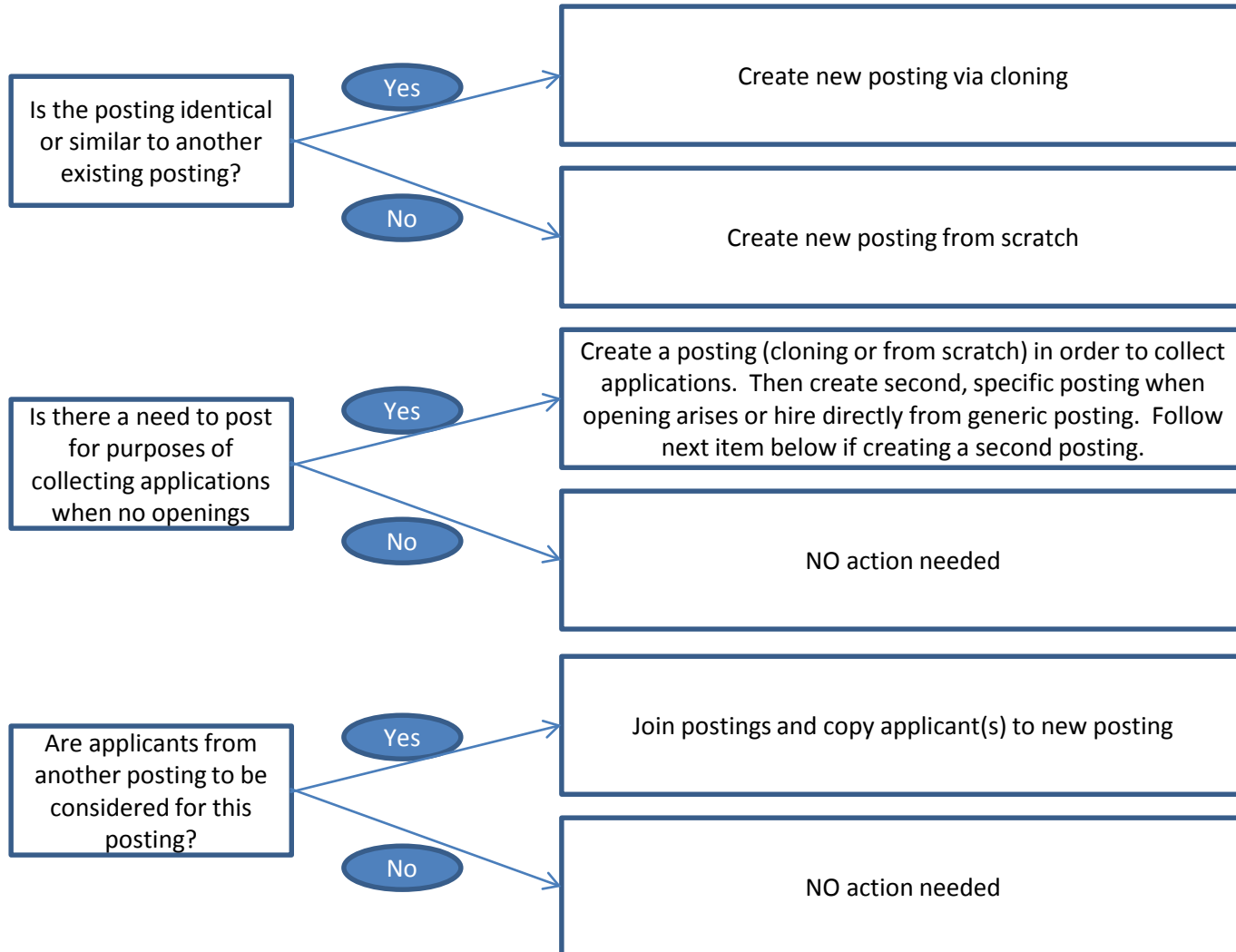


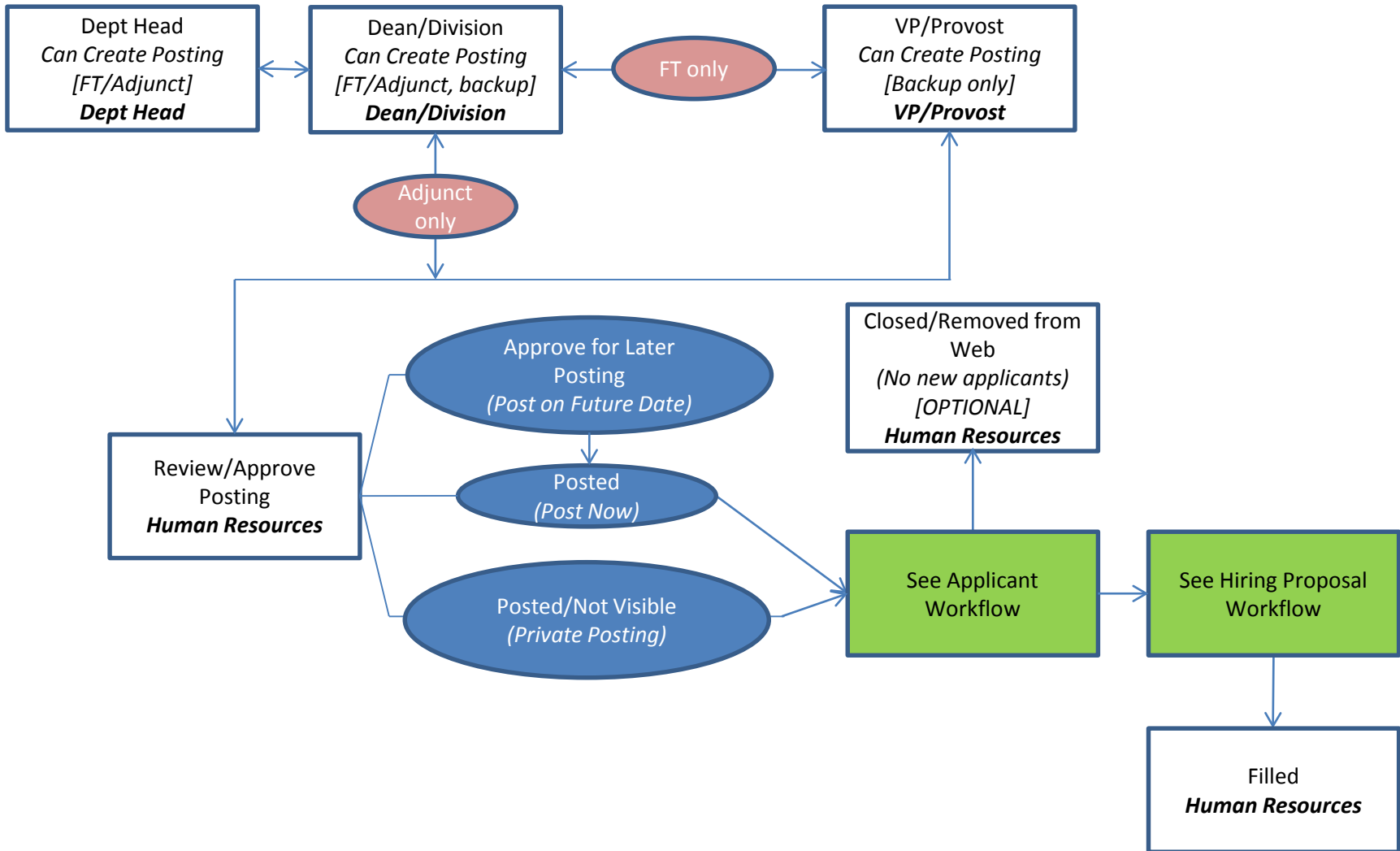
Jobs.messiah.edu >>>>>> Step 1: Posting Decision Tree

IMPORTANT: Postings may be created from scratch or by cloning another posting. More than one applicant may be hired for a single posting. Applicants from other postings may be moved to a different posting. A generic posting may be created to allow for ongoing collection of applications, even if there are no current openings.



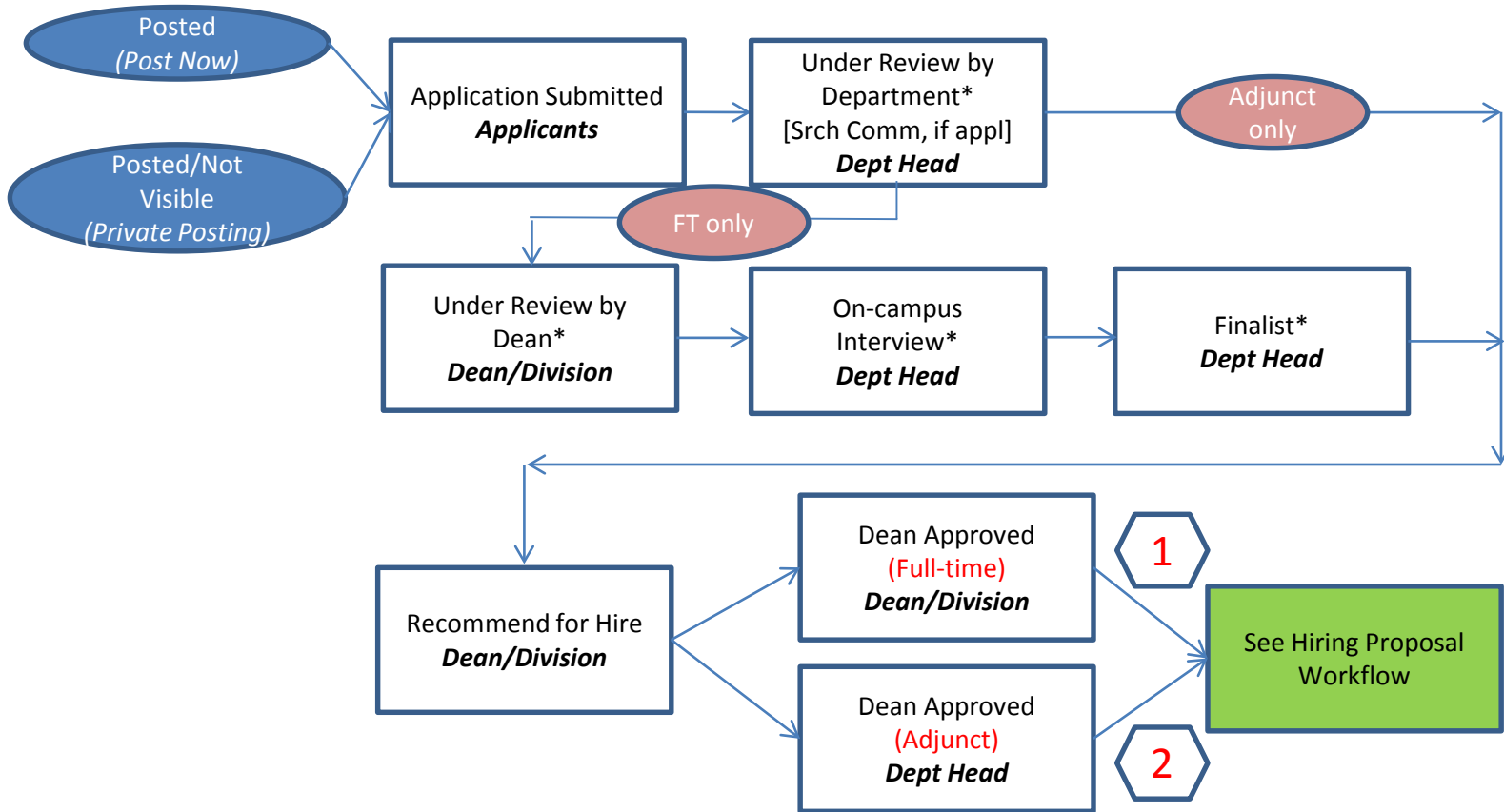
Jobs.messiah.edu >>>>>> Step 2: Posting Workflow

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 creator.



Jobs.messiah.edu >>>>>> Step 3: Applicant Review/Workflow

IMPORTANT: Automatic notifications are not currently available when applicants are submitted. However, they are available when transitioning between Dept Head and Dean/Division owned steps in this workflow.



* ***INACTIVE STATES:*** Unselected applicants may be moved to the following inactive states indicating the applicant is not being considered for the position. NOTE that the “Send Email” status will trigger an immediate e-mail to the applicant upon moving the applicant to that status. The “No Email” status will require the academic department or school dean to communicate to these applicants.

Not Selected – No
Email

Jobs.messiah.edu >>>>> Step 4: Hiring Proposal

IMPORTANT: A completed Hiring Proposal (i.e., status of “Hired”) is required in order to close the posting and to be able to mark the posting as filled. Multiple hiring proposals (i.e., multiple hires) can be created from a single posting.

