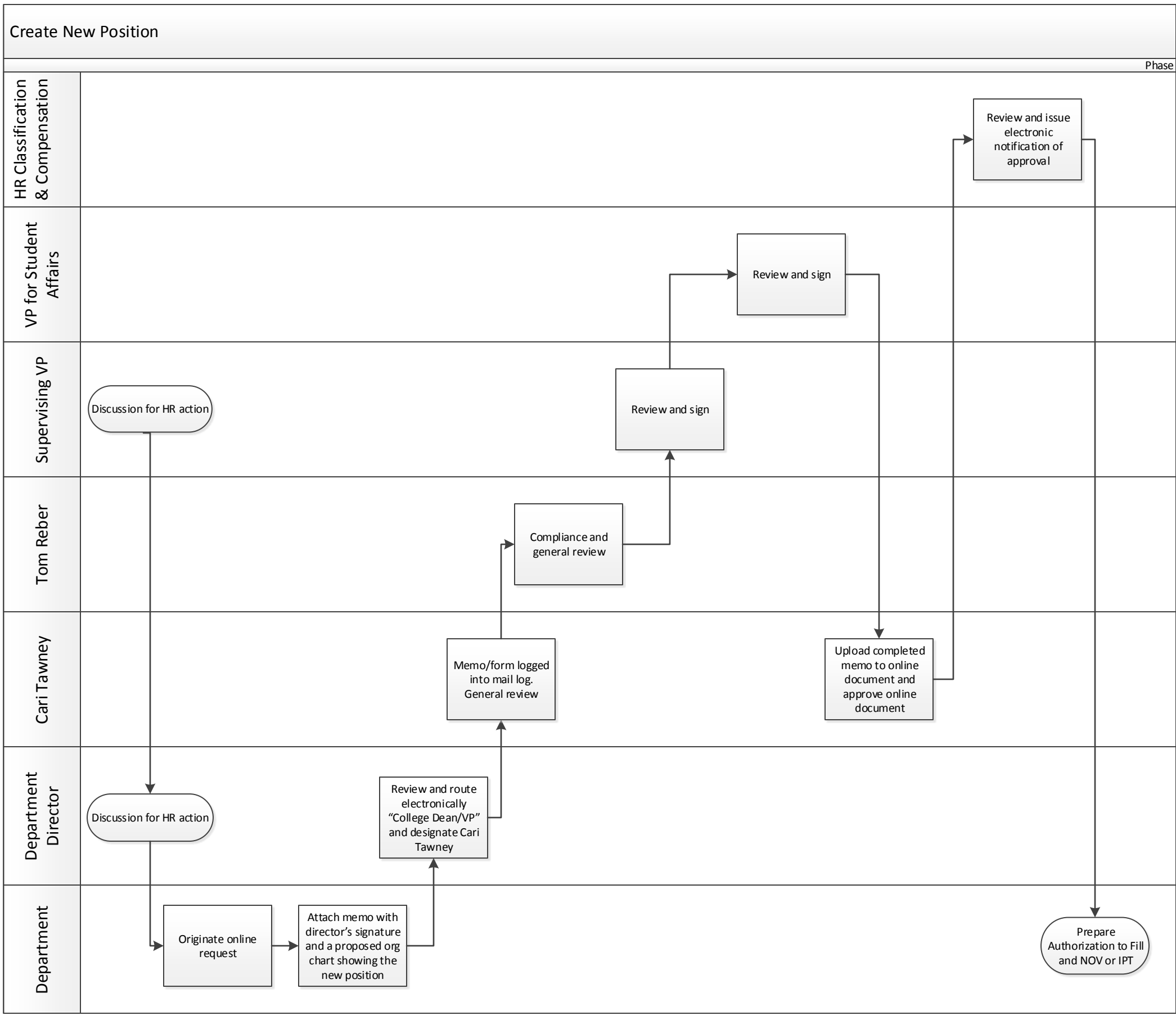
Create New Position
Phase
HR Classification & Compensation
VP for Student Affairs
Supervising VP
Tom Reber
Cari Tawney
Department Director
Department
Review and issue electronic notification of approval
Review and sign
Review and sign
Compliance and general review
Memo/form logged into mail log. General review
Upload completed memo to online document and approve online document
Discussion for HR action
Discussion for HR action
Review and route electronically "College Dean/VP" and designate Cari Tawney
Originate online request
Attach memo with director's signature and a proposed org chart showing the new position
Prepare Authorization to Fill and NOV or IPT