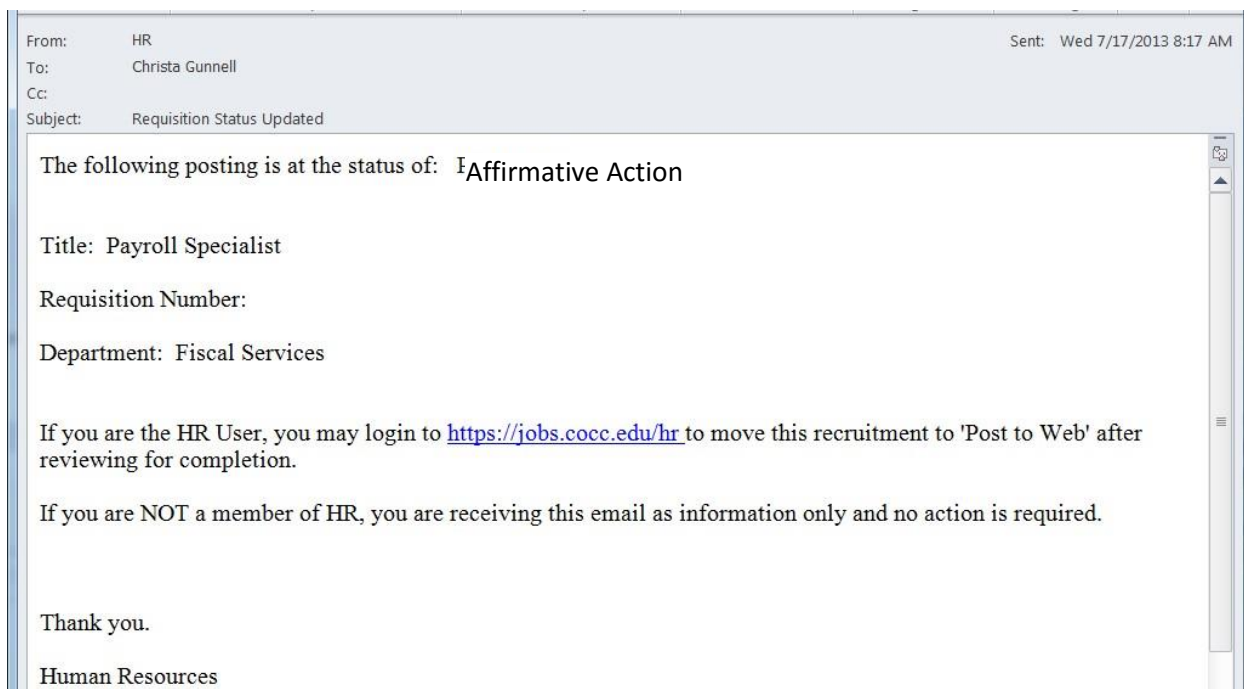
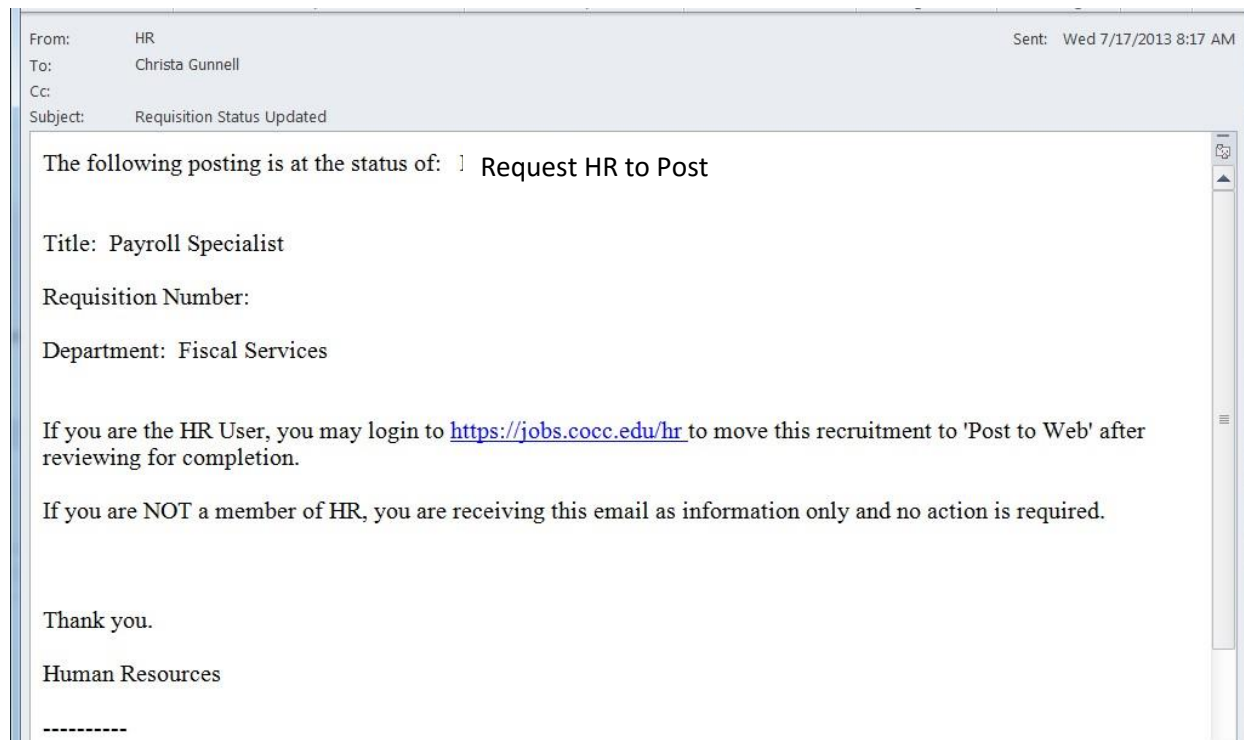


PeopleAdmin Email Notifications

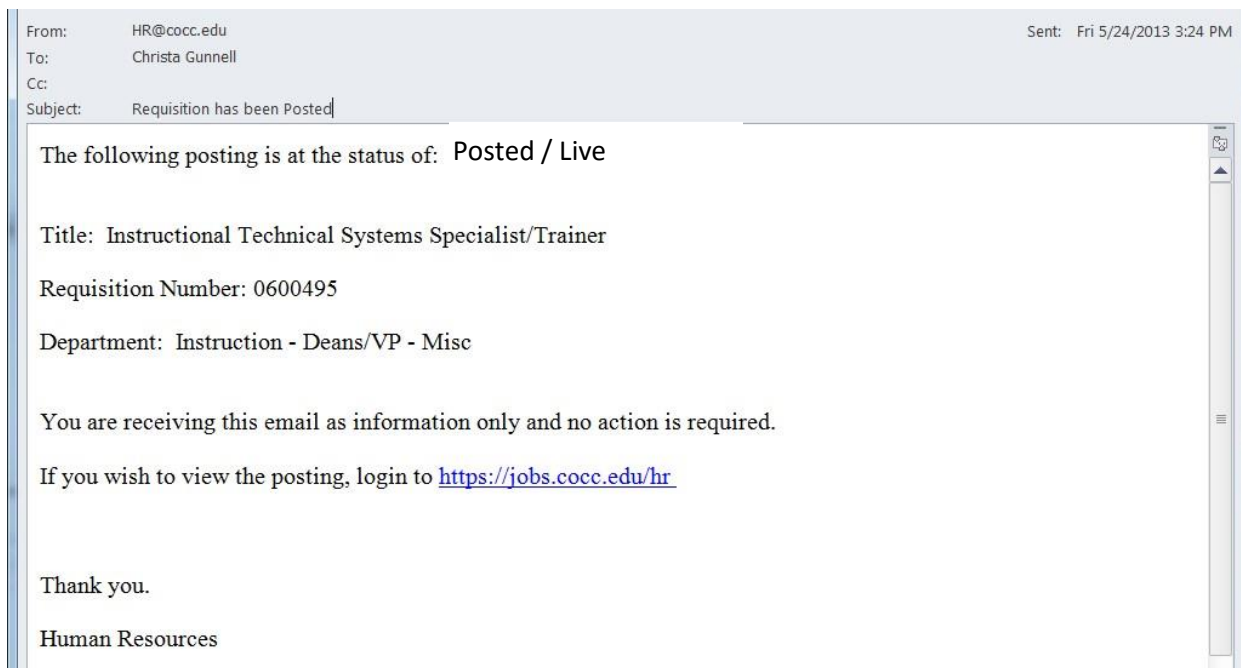
- A. **AA Posting Review / Approve Posting and Committee** – The Supervisor has created a posting and transitioned it to the AA-EEO Officer for approval. Once approved the AA/EEO Officer transitions the posting to Post By HR, which notifies an HR representative the position can go ‘live’.



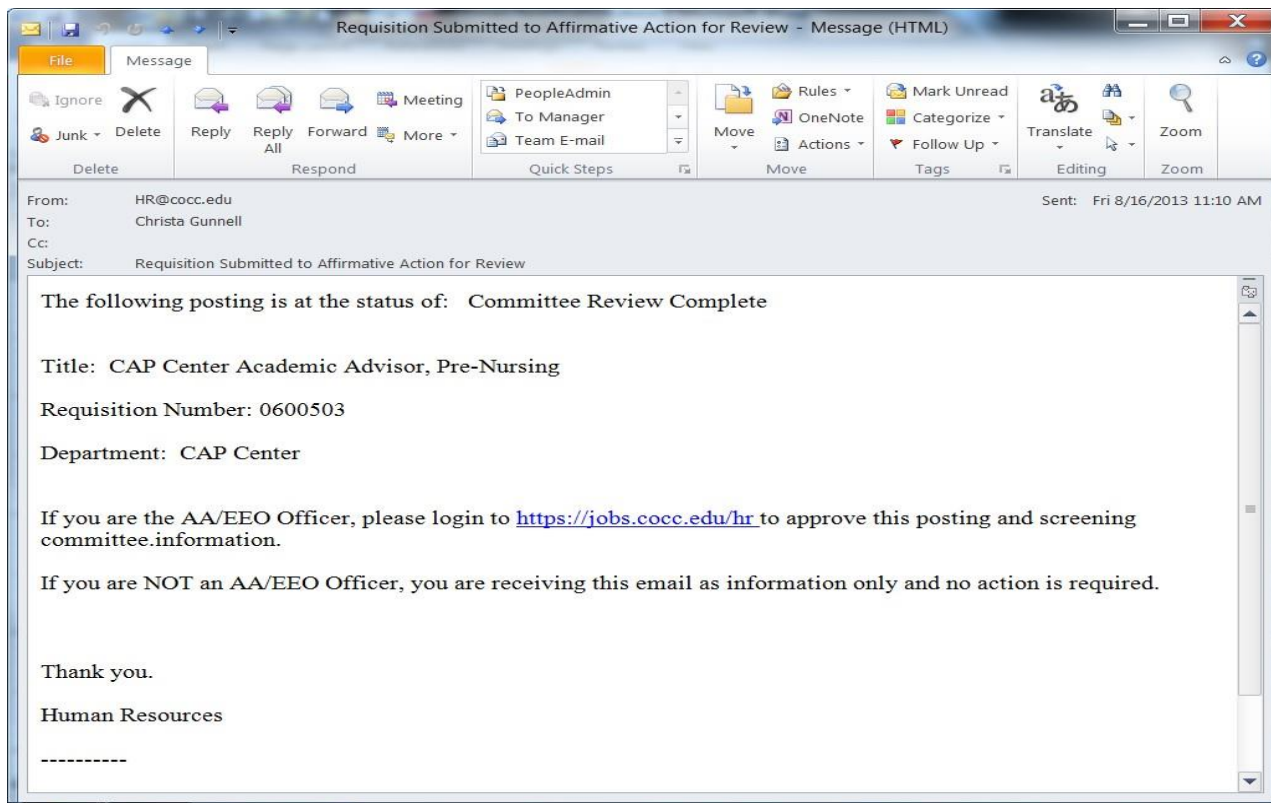
- B. **Request HR Post** – The supervisor or HR has created a posting and transitioned it to the AA Posting Review for the AA/EEO Officer to approve. This notification says that the AA/EEO Officer has approved the posting and hiring committee members; and notifies HR front office staff to post the position live on the web.



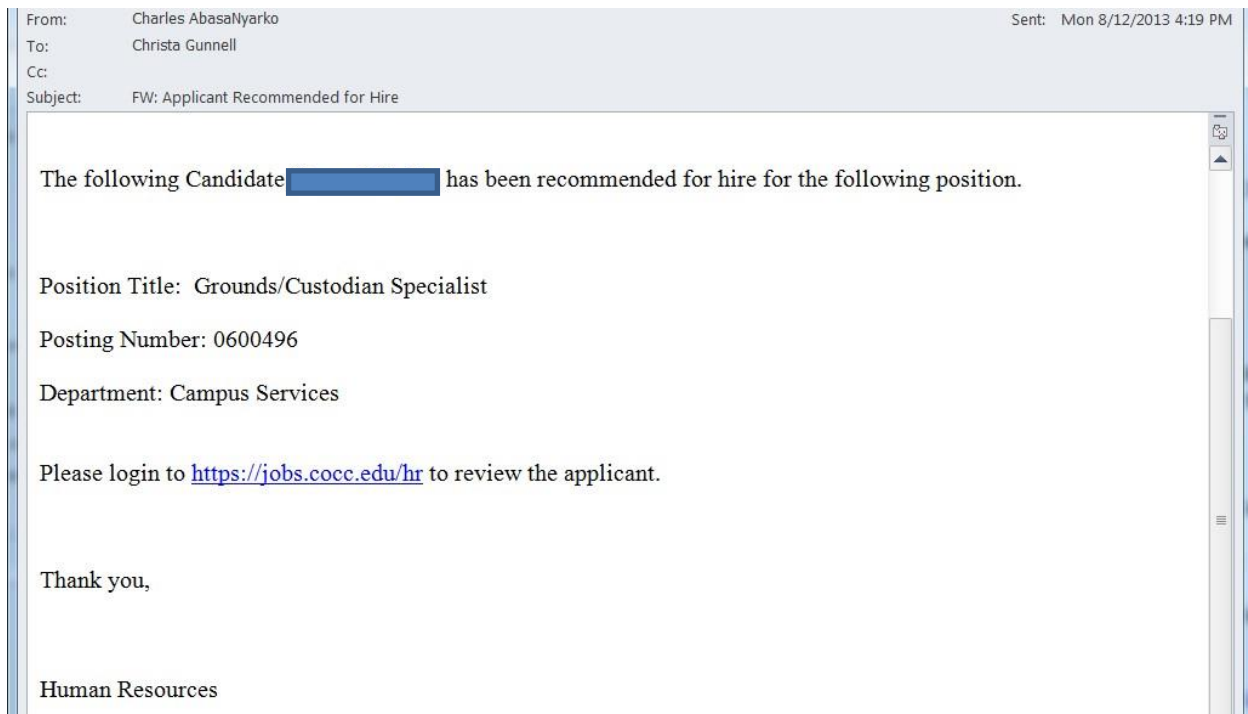
- C. **Posted/Live** – This notification shows the posting is ‘live’ on the web, and other recruitment sources and websites: The Bend Bulletin, Central Oregonian, Craigslist, Oregon Employment Dept, Higher Education, Latino’s in Higher Education, and any additional professional list serves provided by the supervisor.



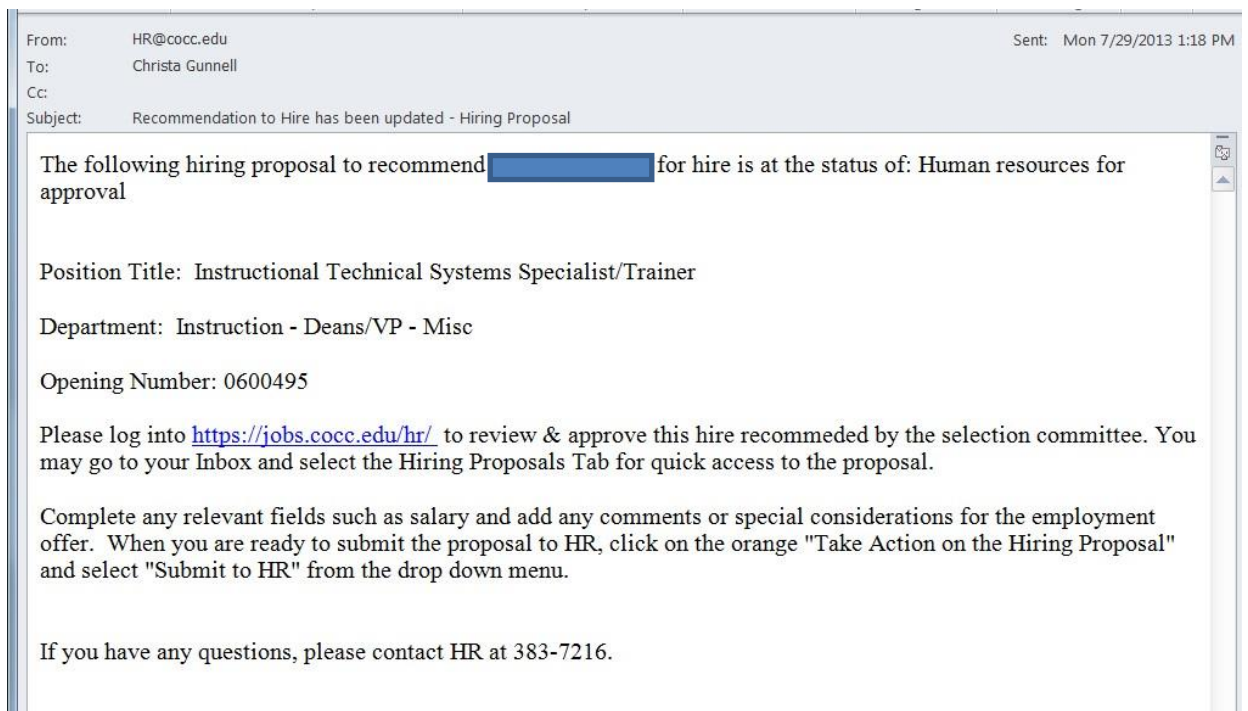
- D. **Position Transition Email Notification – CMT Applicants Selected** – At this phase Committee Chair or HR has reviewed all qualified candidate applications and transitioned the posting to committee review complete. The AA/EEO Officer reviews EEO Reports and approves candidates selected to interview.



- E. **Recommend for Hire** – Supervisor/Hiring Manager or HR has transitioned an applicant selected to hire to 'recommend for hire'. Recommend for Hire means an applicant has been selected to hire and the Supervisor begins their process to complete three (3) reference checks, verifies compensation (salary) with HR Assistant Director, and does a contingent offer pending background check.



- F. **HIRING PROPOSAL EMAIL NOTIFICATION – Human Resources for Approval** – The candidate has successfully completed a background check and HR has requested the supervisor create a Hiring Proposal. The supervisor then transitions the hiring proposal to Human Resources for Approval. Again, at this phase the background check has been processed and the candidate is approved hire.



G. HIRING PROPOSAL EMAIL NOTIFICATION – Hire Approved – At this phase HR or the VP/Dean has approved the offer to hire. The hiring manager should notify candidates not selected to hire, HR will then close out the recruitment.

