PeopleAdmin Job Posting Workflow States

**How to use Job Posting Workflow States:**

**OPTION 1:** Post a Job and set a close date using the Posted Live workflow state; posting is automatically closed & removed from web.

**OPTION 2:** If you need to extend the posting, or modify the posting and republish it within 6 months of the original posting date, change the workflow state to Extended Posting state, then once changes have been made to the job posting, move posting to Repost workflow state.

**OPTION 3:** If the job posting fails to find an applicant, change workflow state to Closed without Filling.

**OPTION 4:** If a known candidate wants to apply, you can reopen the posting (within 6 months of the original posting date), change to Extended Posting, update the posting, then move to Repost workflow state to publish on the web.

Also, use this state if the position is being reorganized/restructured. This posting would be closed and a new posting would be created for the new position.
From Hiring Proposal

1. Create New Staff Record for new Employee
2. Assign Welcome Checklist
3. Assign Orientation Checklist
4. Create Banner Account (employee)
5. Faculty?
   - YES: Update SIAINST and PEFACT in Banner
   - NO: Complete Supervisor Tasks

END