UACareers: Posting Process

Step 1: Department Creates Posting
- Department uses template or existing posting to create new posting.
- Department routes posting to appropriate approvers in workflow.

Step 2: HR Reviews and Approves Posting
- HR contacts departments if revisions are needed.
- HR changes posting status to “Posted” (posting is viewable to public).

Step 3: Posting Collects Applications
- Applicants create profile (includes resume parsing and LinkedIn/Vitae login) or use existing profile to apply.
- Upon completion of application, candidate enters “Under Review by Department” status.
- Applicants who do not meet minimum qualifications according to the supplemental questions do not appear in department applicant pool (applicant mail triggered).

Step 4: Department Reviews Applications
- Search committee can log in to UACareers and view applications.
- Search committee evaluates applicants.
- Department maintains applicant matrix/scores outside of UACareers.
- Department changes applicant statuses in UACareers (e.g., not interviewed or does not meet minimum qualifications).

Step 5: Department Schedules Interview(s)
- Interviews scheduled outside of UACareers.
- Department maintains communication records and interview matrix/scores outside of UACareers.
- Department changes applicant statuses in UACareers (e.g., interviewed, not hired or offer pending).

Step 6: Finalist Selected
- Department extends verbal offer.
- Offer letter extended outside of UACareers by department.
- Department initiates background check in UACareers.

Step 7: Close/Fill Posting
- Department requests update to posting status.
- HR closes/fills posting.

Note: The workflow for a non-competitive posting is different and requires HR guidance.