Workflow State: Draft (Owner-Initiator)

Start: Initiate Request to Post or Position Request

Reviews Applications, Completes Interviews and Selects Finalist
(move finalist application status to 'Recommend for Hire')

Workflow State: Draft (Owner-Initiator)

Initiator sends posting link to applicant

Workflow State: Open, Not Posted (Owner-Initiator)

Workflow State email generated to Initiator and HRL with posting link for direct hire

Workflow State: Draft (Owner-Initiator)

Create Hiring Proposal on selected applicant

Workflow State: Background Check (Owner-TE)

TES orders background check (background cannot be ordered until after applicant completes information into portal)

Workflow State: Background Check Complete/Request for Offer Letter (Owner-TE)

Email generated to Applicant with instructions on completing background check

Workflow State: Offer Letter Signed/Offer Accepted (Owner-TE)

Send Offer Letter

Offer Letters can be sent by Initiator or HRL

Workflow State: Background Check Complete/Request for Offer Letter

Email generated to Applicant with instructions on completing background check

Workflow State: Offer Letter Signed/Offer Accepted

Workflow State: Offer Letter Signed/Offer Accepted (Owner-TE)

TES creates Banner ID and GID if needed.

End: Fill/Close Position

NEW HIRE PROCESSING

- A hiring checklist no longer exists. The new Onboarding system will take the place of this checklist. New Hires will go through this system to complete all required documents.
- I9 Processing: TES will complete all Section 2.
- All TES hires will be required to process through the TES office.