**Staff Hiring Proposal Workflow**

1. **Initiator**
   - *Recommended for hire*
   - Initiates HP Request
   - **User Examples:**
     - Department/Unit Representative
     - HR Partner
     - Business Manager
     - Admin.
     - *Individual in this step will create request in iPAWS*

2. **Approver**
   - **Verify & Approve Department/Unit Level**
   - **User Examples:**
     - Supervisor
     - Department Head
     - Manager
     - OR
     - Dept./Unit Rep
     - HR Partner
     - Business Manager
     - Admin

3. **OIE**
   - **Office of International Education (OIE)**
   - **Verify/Approve Sponsorship Requirements**

4. **Central HR**
   - **Recommended for Hire**
   - Prior to initiating the Hiring Proposal, the Candidate’s application is placed into “Recommended for Hire”
   - Confirm all information is correct
   - Collect Offer Letter
   - Update & Verify the candidate’s personal data

   - **Sponsorship Not needed**
   - Submit directly to Central HR