Workflow: Creating & Posting a Position

Manager/Supervisor

Unit Head

Senior Administrator

Public Service and Outreach

Faculty Affairs

Office of International Education

Equal Opportunity Office

Mgr. creates & submits posting ➔ Rec first level approval (Dept. Head) ➔ Rec second level approval (Dean or VP)

Is this a PSO position?

Yes ➔ Rec PSO Approval ➔ Review UGA Guidelines for Appointment, P&T Procedures for Appointments ➔ Rec OIE approval

No ➔ Receive approval for Position Announcement. Adopt aggressive affirmative action steps for minority and female candidates, veterans, and individuals with disabilities. Follow affirmative actions guidelines pertaining to position description. Review ads, supplemental questions etc.

Post Position

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