

Process for Waived, Internal/Invite Only Searches

- 1) An internal/invite only, waived search needs a waiver from HRAI. This should be requested in the Waiver page/tab in Applicant Tracking in PeopleAdmin. If it is a temporary posting, the department should email HRAI for a waiver and upload it into PeopleAdmin before sending the posting on.
- 2) HR will post it as an internal/invite only.
- 3) After the announcement is posted internal/invite only, HR emails the link to the administrator who entered the position into People/Admin.
- 4) The administrator sends the application link to the applicant.
- 5) The applicant fills out the application and notifies the administrator that it is complete.
- 6) The administrator notifies HR that the application is complete.
- 7) HR moves the applicant to “Recommended for Hire” in the applicant workflow so that the Hiring Proposal can be started.
- 8) The administrator or AAC begins the Hiring Proposal. If this is a Student/Temporary hire, indicate whether the applicant needs a background check.
- 9) Once the applicant has moved through the standard hiring proposal process, the AAC moves the applicant to “Hired” status and the posting to “Filled.”
- 10) The applicant may be hired when the Hiring Proposal is complete.