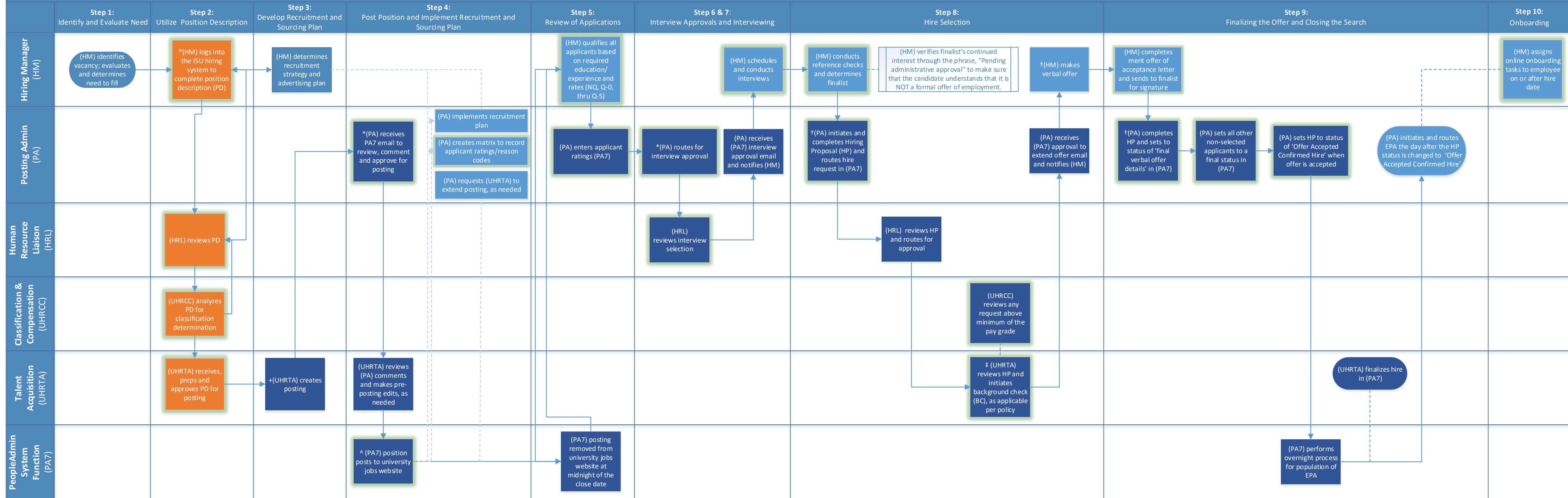


Recruitment and Selection Process – Merit

The shapes outlined in green contain PeopleAdmin7 (PA7) Job Aids and Quick Reference Guides, and other resources to complement the recruitment and hiring process. To access the resources, hover over the shape and click to open the link.



Process that occurs in PA7 Position Management module

Process that occurs in PA7 Applicant Tracking module

Process that occurs outside of PA7

(*) Note: (HM)/(PA) must confirm with (HRL) appropriate routing methods prior to submission to (UHRCC) or (UHRTA).

(+) Note: UHRTA will determine if position needed for layoff or reemployment before creating the posting.

(^) Note: Posting period is 10 calendar days.

(†) Note: If candidate rejects offer, (PA) changes (PA7) applicant status and determines if there is another viable applicant from the pool.

(‡) Note: (PA) may check background check status by contacting (HRL)