POOL REQUEST TO HIRE APPROVALS

Level 1 (done outside of PeopleAdmin):
- receives approval from Level 2 to proceed with a pool hire
- conducts interviews
- notifies HR who they want to hire

Human Resources (behind-the-scenes in PeopleAdmin):
- creates a new posting from the pool and posts
- connects recruitment to pool
- copies applicant(s) being offered position(s) from pool to posting
- give applicant workflow state of "Recommend for Hire"
- inserts Note in active pool of applicants copied over
- closes recruitment
- contacts Level 1 when done

Budget & Finance (in PeopleAdmin):
- clicks on Hiring Details in Inbox on home page
- verifies funding in Hiring Details
- sends Hiring Details to Human Resources

Level 2 (in PeopleAdmin):
- clicks on Hiring Details in Inbox on home page
- forwards Hiring Details to Budget & Finance,

Level 1 (in PeopleAdmin):
- clicks on applicant in posting
- completes Hiring Details
- forwards Hiring Details to Level 2

Human Resources (in PeopleAdmin):
- Forwards the Hiring Details to **Level 1** for verbal offer

Level 1 (in PeopleAdmin):
- extends the offer(s) and upon verbal acceptance,
- clicks on Hiring Details in Inbox on home page
- forwards Hiring Details to HR

Human Resources:
- conducts CBC
- generates contract
- closes Hiring Details after contract has been returned