Request for Recruitment

Position Posting Workflow

1. Request Approval to Fill the Position

Send an email to your **Director/Dean/Provost** requesting approval to fill the role.

2. Complete BP Logix Form

- Use the BP Logix form link:
  - Request Tenure Track Faculty,
  - Request IAS,
  - Request NIAS or University Staff

Routing path for instructional requests:
Creator → Business Manager → Budget & Finance → Director/Dean/Provost → HR

Once HR receives the approved form, they have the information needed to create the job posting.

3. HR Creates the Job Posting

HR will:

- Create the posting in Workday.
- Send a PDF of the posting to the search chair, and department chair for final approval.
- Route it through Workday for edits and approval.

4. Job Requisition Goes Live

After all edits are complete and Workday routes the posting back to HR:

- HR publishes the posting.
- HR notifies you when it is live.
- HR will assign required training for "Uncovering unconscious bias in recruiting and interviewing" for all committee/panel members who have not completed in the last 12 months.

5. Optional External Listserv Posting

If you post the job externally:

- Screenshot your posting.
- Send the screenshot to HR via email to have it attached to the Job Requisition.