

Posting Flow Chart for Staff in UNM Dept. of Biology

Is there a current position title in the department?

YES

NO

- Request Compensation Approval for Position Title. Once approved, a Staffing Request can be submitted.

•Staffing request approved by chair and sent to A&S (up to a 2 day turn around).

•Once approved, HR tech submits posting to the DA (up to a 2 day turn around).

•DA sends posting request to A&S (up to a 2 day turn around).

•A&S approves posting and send to HR (3-5 day turn around).

•HR approves posting (up to a 5 day turn around) .

*** at any point in the approval process the action can be returned for correction which may slow the process down

IF the position underutilized?

No

Yes

Posting stays up for at least five days.

Posting stays up for at least 10 days in accordance with underutilization "action plan."

The hiring process can begin!!!