Posting Flow Chart for Staff in UNM Dept. of Biology

Is there a current position title in the department?

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

- NO
  - 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).

IF the position underutilized?

- No
  - Posting stays up for at least five days.

- Yes
  - Posting stays up for at least 10 days in accordance with underutilization “action plan.”

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

**The hiring process can begin!!!**