Position Control and Employment

<table>
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<tr>
<th>POSITION CREATION/REPLACEMENT/DELETION AND BUDGETING</th>
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| **Responsible Party:**  
  - HR Mgrs.  
**Support:**  
  - CFO  
  - Dir. Admin Svcs.  
  - HR Staff  
**Actions to Complete:**  
  - Position Requisition  
  - Creation/Affirmation/Modification/Deletion of positions in BANNER including budget and labor distribution |

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<th>RECRUITMENT</th>
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| **Responsible Party:**  
  - HR Mgrs.  
**Support:**  
  - Area managers  
  - HR Staff  
**Actions to Complete:**  
  - Establish screening committees (if necessary)  
  - Review screening committee guidelines  
  - Establish Timelines  
  - Develop Job Announcement  
  - Advertising |

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<th>SCREENING &amp; SELECTION</th>
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| **Responsible Parties:**  
  - Area managers  
  - Screening Comm.  
**Support:**  
  - HR Mgrs  
  - HR Staff  
**Actions to Complete:**  
  - Applicant screening  
  - Screening Comm Interviews  
  - Final Interviews (if necessary)  
  - Reference Checks  
  - Recommendation of Candidate(s) |

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<th>EMPLOYMENT</th>
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| **Responsible Parties**  
  - Presidents  
  - Chancellors  
  - Designees  
  - HR Mgrs  
**Support:**  
  - HR Staff  
  - Area managers  
**Actions to complete:**  
  - Approval of Final Candidate  
  - Notification to and approval by HR  
  - Provisional Employment Offer  
  - Board Action  
  - Employment documentation from employee  
  - Distribution of job relevant materials  
  - Employee set-up in BANNER |