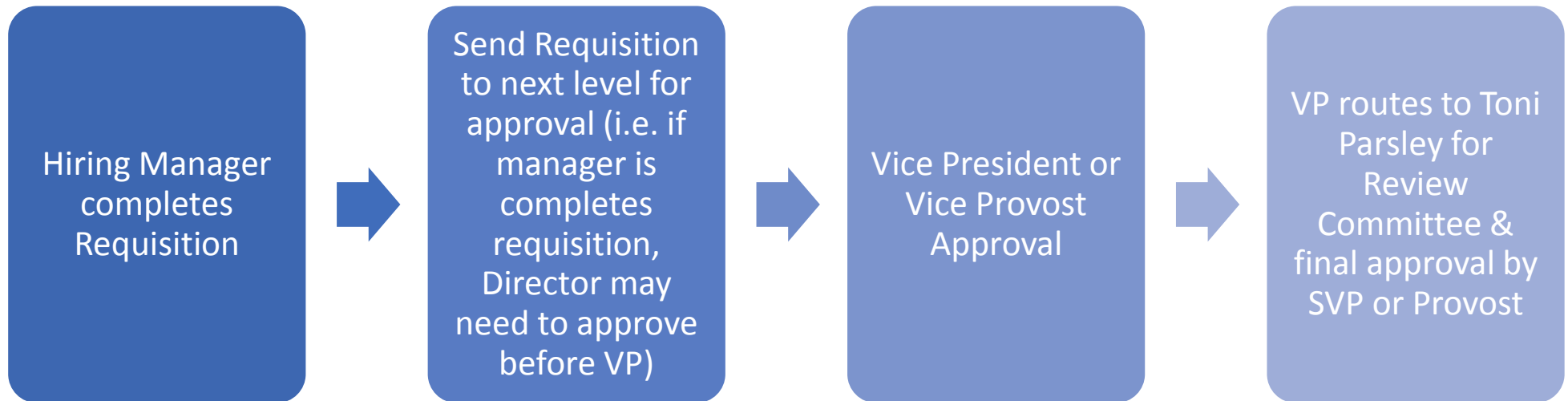


## Staff Requisition Approval Process



- List your Human Resources Generalist (HRG) on every requisition
- List Toni Parsley as the "HR Specialist" on every requisition
- Follow your normal department process for approvals

## Faculty Requisition Approval Process



- List your Human Resources Generalist (HRG) on every requisition
- List Toni Parsley as the "HR Specialist" on every requisition
- If you have an assistant/administrator that helps with candidates, list that individual as the "Hiring Manager Assistant"
- Use the "Collaborators" feature to list your search committee members