Job Description / Requisition Approval Process for New/Replacement Recruitment (Future State)

**Job Description (JD) Phase**
- **Start**
- Complete JD Request form
- No longer able to create or update a JD in PageUp

**Requisition Phase**
- **Create a Requisition from Approved JDs**
- Dropdown Reason on Req: New or Replacement
- First Level Approver; dependent on eClass
- Review and Approve
- Second Level Approver
- Review and Approve
- Third Level Approver; dependent on Index
- Review and Approve
- End
- Approved
- Approved
- Approved
- Approved
- Approved
- Approved

**DAAs / Hiring Managers**
- Dept Head / Vice Provost / OSP / FinAid
- HR
- Budget/Grants

**Dropdown Reasons**
- Start
- End
- Complete JD Request form
- Create/Update JD Template
- Has Financial Implications?
- No
- Yes
- Review and Approve
- Review and Approve
- Review and Approve
- Review and Approve
- Review and Approve
- Create/Update Position if needed

**Business Process**
- No longer able to create or update a JD in PageUp
- First Level Approver; dependent on eClass
- Second Level Approver
- Third Level Approver; dependent on Index
- Create/Update Position if needed

**Decision Points**
- Has Financial Implications?
  - Yes
    - Review and Approve
  - No
    - Review and Approve

**End Result**
- Approved
- Approved
- Approved
- Approved
- Approved
- Approved