

USER GROUPS

Central User Groups (for staff/temp/postdocs)

- Budget Office
 - assigns position numbers to new position requests
- HR Compensation
 - reviews/approves new position descriptions & changes to position descriptions and reviews all hiring proposals with salary at greater than mid-point
- HR Recruitment
 - posts job searches, reviews applications, initiates hiring proposals, finalizes hiring proposals
- HR Services
 - sets up RICEWorks new hires in Banner (without PAF)
- Affirmative Action/Equal Employment Opportunity Office
 - reviews/approves competitive search waivers & hiring proposals

Campus User Groups (for staff/temp/postdocs)

| | Position Description (create & modify) | View Rice PD Library | Job Postings (competitive search & waiver request) | Applicant Review & Dispensing | Hiring Proposals |
|---------------------------|--|----------------------|--|-------------------------------|------------------|
| Initiator | ✓ | | ✓ | | ✓ |
| Department Approver | ✓ | | ✓ | | ✓ |
| School/ Division Approver | ✓ | | ✓ | | ✓ |
| Applicant Reviewer | | | | ✓ | |
| PD Library Access | | ✓ | | | |

Guest User access available for those that only need to view applicants and application materials.

WORKFLOW & USER GROUPS

Position Descriptions

Initiator → Department → School/Division → HR Compensation → (Budget, if new position)

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***Actions cannot skip the next group when moving forward.
Actions can be moved backwards to any group.***

Job Postings (competitive searches & waiver requests)

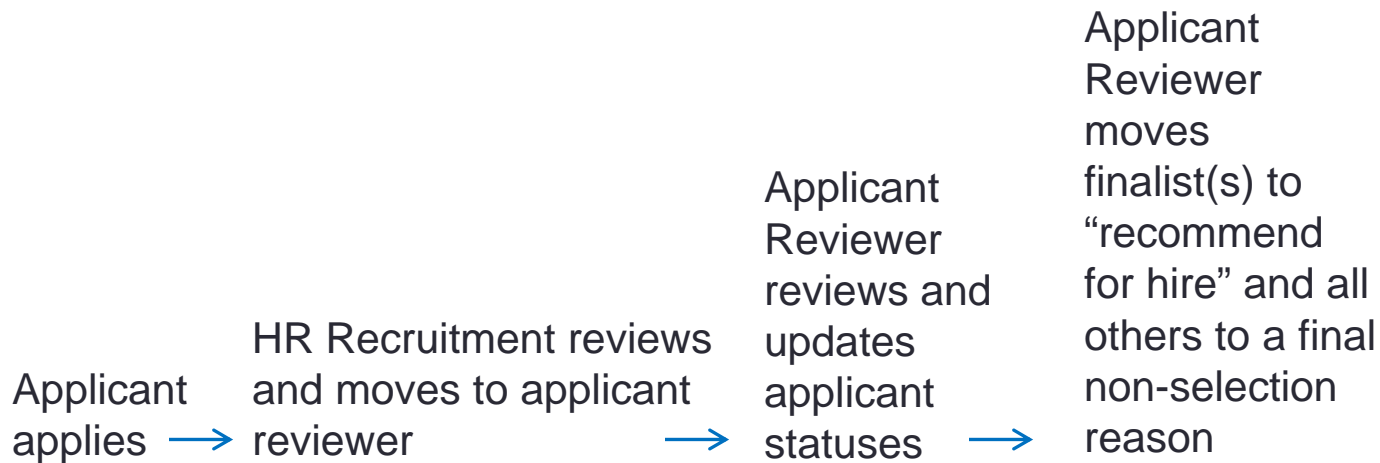
Initiator → Department → School/Division → (AA/EEO if waiver) → HR Recruitment

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Applicant Review & Dispensing

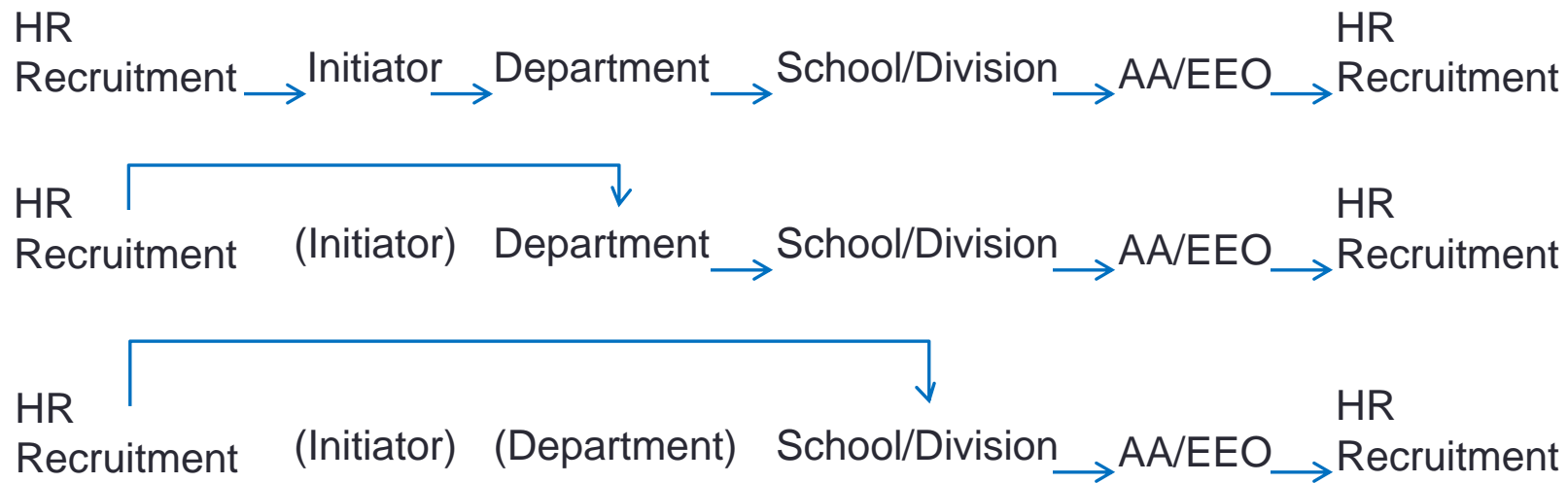


Only Applicant Reviewer role, can review applications, change statuses and move finalist(s) to "recommend for hire" status.

More than one Applicant Reviewer can be assigned to a posting.

Guest User access available for review of applicants and materials.

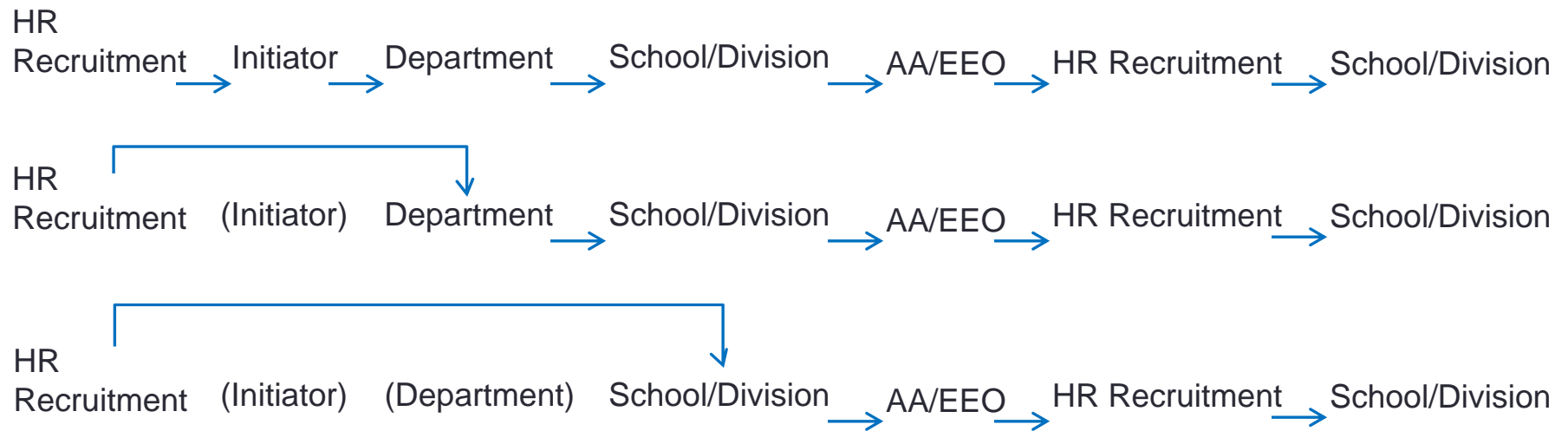
Hiring Proposals (Staff & Temporary)



Actions cannot skip the next group when moving forward with exception of HR Recruitment 's ability to send HP to any user group upon initiation of HP.

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Hiring Proposals (Postdocs)



Postdoc HPs end with Deans' offices so offer letter can be written once verbal offer is accepted.

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