Create Job Requisition in Workday

2 days- 1 week

2 days - 1 week

Department contacts UHR once a need has been identified

New/substantially revised position?

No → HR Coordinator creates REQ (1 day)

HRBP approves req (1 day)

Cost Center Financial Analyst approves (1-3 days)

Budget Office approves (1-3 days)

EEO Review: determine underutilization, approval of waiver (1-3 days)

Staff Vacancy Committee reviews pending reqs and compiles list to provide Senior Leadership (1 day)

Senior Leadership provides approval (1-2 days)

Waiver?

Yes → Post to waiver site & send link to hiring manager (1 day)

No

Post internally for 3 days (Hire Brown First) before auto-posting externally (1-3 days)

Notify dept by email and consult on search strategy (1 day)

Compensation approves position (1 Day)

HRBP approves position (1 day)

Once JD is finalized, HR Coordinator creates position (1 day)

Yes

Hiring Manager and/or HRBP writes/edits Job Description for review (Up to 1 week)

Comp reviews & make edits as needed (JD/grade) (1-3 days)

Note: Comp/HR consult with hiring dept to finalize JD

If req is submitted as a Waiver of Posting EEO approves or denies based on justification submitted by the dept. Please review the Hiring Employees for Staff Positions SOP for more information on waivers.

In Workday

HRBP: Human Resources Business Partner
JD: Job Description

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