

Procedure for Electronic Posting of Unclassified Position on NEOGOV

1. Chair and/or Dean provides draft vacancy packet to College Administrative Assistant
2. Administrative Assistant creates requisition within NEOGOV
 - ▶ If a class specification exists which can be modified, please use the class specification. Otherwise, please contact Darlene Cobenais or Terri Davis in HR/Affirmative Action.
 - ▶ All supporting documents added as attachments:
 - Pre-Interview Screening Criteria
 - Interview Questions (behaviorally-based)
 - Search Advisory Committee
 - Advertising Plan
3. Dean reviews electronic requisition along with attachments
 - ▶ Approves
 - ▶ Forwarded to next approval step
4. Vice President/ Associate Vice President for Academic Affairs reviews electronic requisition
 - ▶ Reviews
 - ▶ Approves
 - ▶ Forwarded to next approval step
5. Business Services reviews electronic requisition for funding purposes
 - ▶ Approves
 - ▶ Forwarded to next approval step
6. Affirmative Action Officer or designee reviews for compliance with BSU/NTC Affirmative Action Plan
 - ▶ Approves – final step