Temp Hire Applicant Tracking

Job Posting

- **Initiator**
  - Creates Posting
    - From Classification (Adjunct Faculty, Temporary Staff, Student Temp Wage, Federal Work Study)
    - Information populates from approved Classification. Initiator verifies and edits posting information.

- **Human Resources**
  - Reviews/Posts
    - Reviews/edits posting, prepares advertisement (if requested), posts position to the web.
    - Department will be notified by e-mail when posting is approved

Applicant Tracking

- **Initiator**
  - Reviews Applicants
    - Reviews the applicant pool to determine who is most qualified. Contacts and schedules interviews. Changes applicant statuses in Niner Talent once a candidate is selected.
    - Once a candidate is selected, completes the hiring process outside of Niner Talent (EPAF, or PD-17).

- **Human Resources**
  - Closes Posting
    - Removes posting from website and marks it filled once applicant has been selected.