EPA Applicant Tracking

Job Posting

**Initiator**
- **Creates Posting**
  - Creates posting from position description. Information populates from approved position description. Verifies title, requirements, etc.

**Approver**
- **Reviews/Approves**
  - Verifies title, duties, funding sources/budget, etc. (Can have multiple approvers, as necessary.)

**Human Resources**
- **Reviews/Posts**
  - Reviews posting. Posts position to the website. Forwards posting to Approver.

Screening Process/Equity Officer Review (required prior to interviews)

**Initiator/Search Committee Chair**
- **Screens Applicants**
  - Updates applicant statuses based on search committee’s review. Notifies Approver that the statuses changes have been made (this occurs outside the system).

**Approver**
- **Reviews/Approves**
  - Reviews applicant statuses and approves those recommended for interview. Transitions the posting to the Equity Officer when they are ready to conduct interviews. (Can have multiple approvers, as necessary.)

**Equity Officer**
- **Reviews/Approves**
  - Reviews the qualifications of applicants recommend for interview and applicants marked “Further Consideration”. Compares applicant pool demographics to workforce. Closes position. Notifies department that interviews can now be scheduled. Reopens position if needed.

Hiring Proposal

**Initiator**
- **Creates Hiring Proposal**
  - Updates statuses of all applicants. Enters in position selection criteria, position selection rationale, and selection summary and justification. Attaches hiring proposal documents.

**Approver**
- **Reviews/Approves**
  - Reviews and approves hiring proposal. Makes changes if needed. (Can have multiple approvers, as necessary.)

**Human Resources**
- **Reviews/Approves**
  - Reviews selected candidate qualifications, justifications, and salary. Finalizes hiring proposal.