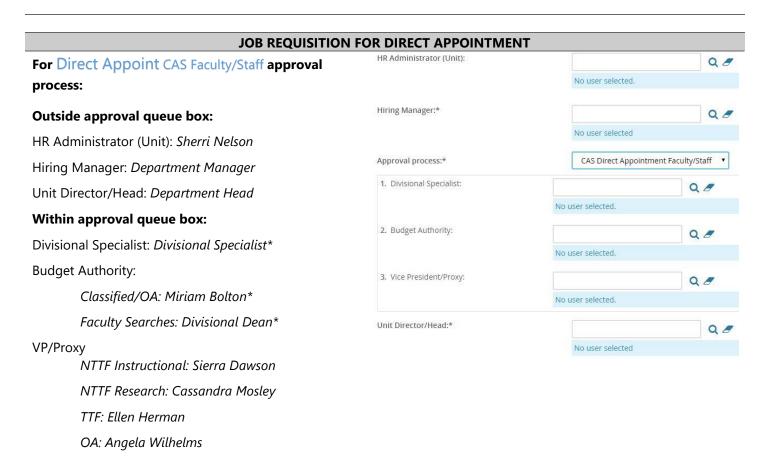
It is very important to select and follow the approval queue instructions found in the following pages. This is the only way that the Position Description or Requisition will reach all of the necessary approvals required for CAS positions. Selecting the incorrect approval queue or listing the incorrect approvers may result in delayed processing.

POSITION DESCRIPTION: TO CREATE NEW OR REVISED POSITION OR POOL **USERS & APPROVALS** Select New or Revised Position approval queue. For descriptions of the user roles in this section visit Users & Permissions. **Outside approval queue box:** HR Administrator (Unit):* QB (1) HR Administrator (Unit): No user selected. Classified/OA: Miriam Bolton Hiring Manager:* QA Faculty: Divisional Specialist No user selected (2) Hiring Manager: Department Manager Approval process:* New or Revised Position (5) Unit Director/Head: Department Head 1. HR Administrator (Unit): QB Within approval queue box: No user selected (3) HR Administrator (Unit): 2. Unit Director/Head: QB Classified/OA Searches: Miriam Bolton* No user selected 3. Recruiter (Central HR): Faculty Searches: Divisional Specialist* HR Recruiter hrrecruiter@uoregon.edu (4) Unit Director/Head: Department Head Unit Director/Head:* QA No user selected.

POSITION DESCRIPTION: TO INITIATE A HIRE OUT OF AN APPROVED POOL

USERS & APPROVALS Select CAS Hire from a Faculty Pool approval process For descriptions of the user roles in this section visit Users & Permissions. **Outside approval queue box:** HR Administrator (Unit):* HR Administrator (Unit): Sherri Nelson No user selected. Hiring Manager: Department Manager Hiring Manager:* Unit Director/Head: Department Head No user selected Within approval queue box: Approval process:* CAS Hire from a Faculty Pool Unit Director/Head: Department Head 1. Unit Head: QB Divisional Specialist: Divisional Specialist* No user selected. **Budget Authority:** 2. Divisional Specialist: Q Classified/OA Searches: Miriam Bolton* No user selected. Faculty Searches: Divisional Dean* 3. Budget Authority: QB No user selected. Unit Director/Head:* QB No user selected. JOB REQUISITION FOR REGULAR SEARCH Select either CAS Faculty/Staff approval process HR Administrator (Unit): QA or Direct Appoint-CAS Faculty/Staff. No user selected. For CAS Faculty/Staff approval process: Hiring Manager:* **Outside approval queue box:** No user selected HR Administrator (Unit): Sherri Nelson Approval process:* CAS Faculty/Staff Hiring Manager: Department Manager 1. Divisional Specialist: QB Unit Director/Head: Department Head No user selected. Within approval queue box: 2. Budget Authority: QB Divisional Specialist: Divisional Specialist* No user selected. **Budget Authority:** 3. Vice President/Proxy: QB Classified/OA Searches: Miriam Bolton* No user selected. Faculty Searches: Divisional Dean* Unit Director/Head:* Qd VP/Proxy Classified: Miriam Bolton* No user selected NTTF Instructional: Sierra Dawson NTTF Research: Cassandra Mosley TTF: Ellen Herman

OA: Angela Wilhelms



^{*}If you know that the HR Administrator, Divisional Specialist or Budget Authority will be out of the office for an extended period you may list another DS, AD, or HR Admin **within the approval queue box**. Please call your divisional specialist if you are unsure who to list due to absence.