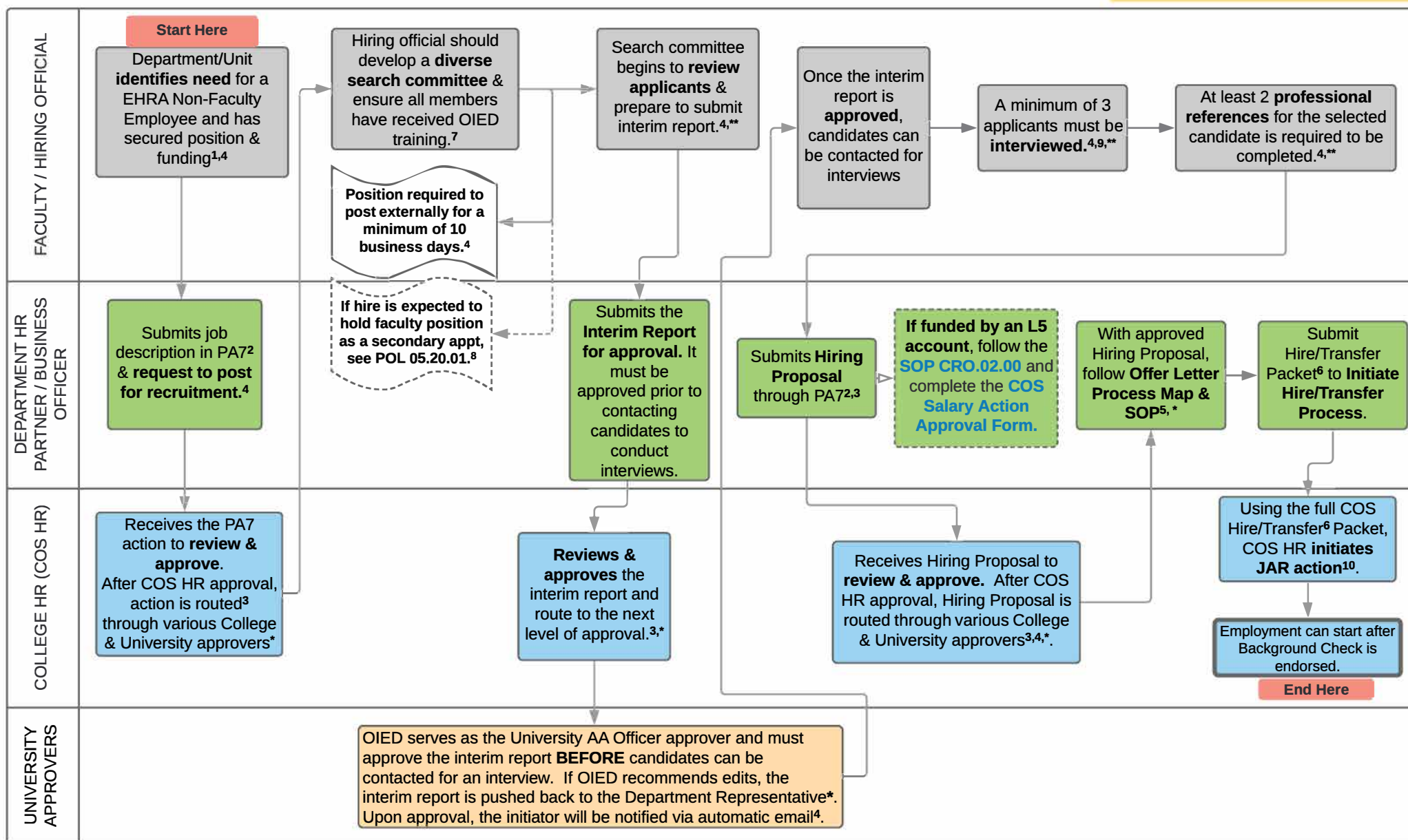


## PROCESS MAP FOR HR.07.00

## RECRUITMENT AND HIRING OF EHRA NON-FACULTY &amp; SAAO TIER II EMPLOYEES

**Expected Time for Hiring Employee**  
10 week minimum

**Associated Links & Footnotes:**

1. [UHR Class & Comp/System Office Requirements](#)
2. [PeopleAdmin 7 \(PA7\)](#)
3. [PeopleAdmin Workflow](#)
4. [Recruitment & Search Committee SOP \(HR.04.00\)](#)
5. [Offer Letter Process Map & SOP \(HR.02.02\)](#)

**6. [COS HR Hire Action Request Form](#)****7. [OIED Recruitment & Hiring Training](#)****8. [POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure](#)**

9. Hiring Official is the supervisor of the position that is responsible for interviewing and overseeing the position recruitment process.

10. COS HR will contact [COS OFBM](#) if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer.

\* Approval timelines can vary with other College & University approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the action is pushed back to the Department Representative which could delay the recruitment.

\*\* Timeline driven by Hiring Official