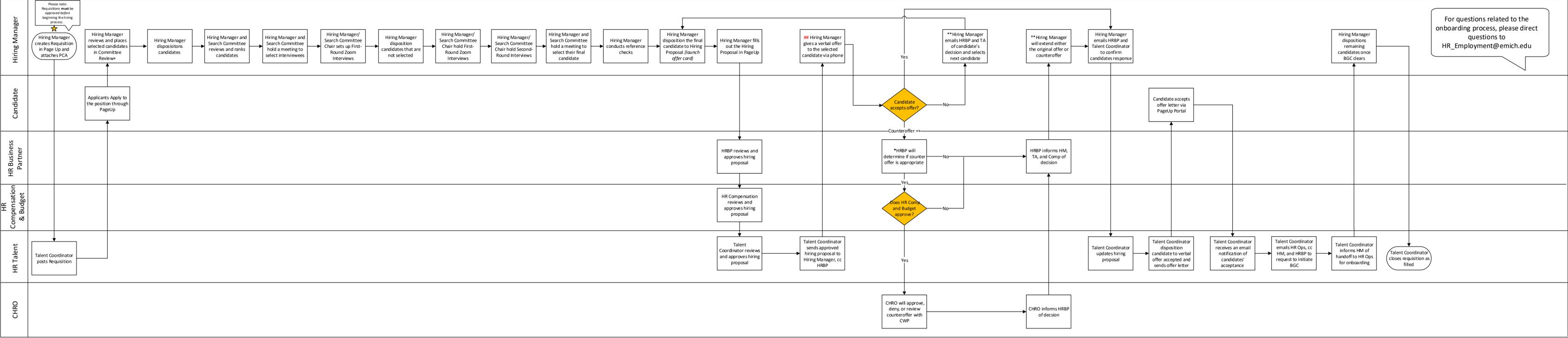


# Staff Hiring Process Map (External)



**Key:**

- ★ - Start Here; beginning of process.
- ## - If the counteroffer is accepted, an additional verbal offer *does not* need to be extended. Process flow resumes at 'Talent Coordinator updates hiring proposal.'
- \* - AP/PT - Eligible for counteroffers with **required** approvals
- \* - FM/CS/CP/PS - *Not Eligible* for counteroffers
- \*\* - Hiring Manager will repeat hiring proposal and offer process until a candidate accepts. If there are no qualified candidates, it will be a failed search, and a new search can be started. If this is the case, contact Talent Acquisition.
- \*\* - If there is a situation where a manager wants to justify offering more than the budgeted amount on the PCA, and the change is approved by divisional leadership, the HRBP, CHRO, and CWP (if referred by the CHRO), then the PCA must be revised to reflect the new budgeted amount, and the budget office must sign off on the change so that they may update NBAPOS and NBAPBUD in Banner.
- + - The hiring manager and search committee should agree on whether the hiring manager will first review and narrow down all applicants before placing them in committee review, or place all applicants directly in committee review.
- +- - If a counteroffer occurs, *do not* change their status in PageUp, hold them in their current status until a decision has been made about a counter offer.