Hiring Supervisor or HR Liaison creates posting from Position Description, Title or Position type, as appropriate.

Potential employees view and apply to open posting. Hiring Supervisor and HR Liaison view applicants.

HR Liaison changes posting to On Hold Request when posting has been open five days or more.

Hiring Supervisor reviews applicants and completes steps of hiring process such as completing a hiring matrix, interviewing candidates and extending contingent offer. Hiring Supervisor changes status of selected applicant to Recommended for Hire and changes statuses/provides reasons for applicants not selected.

HR Liaison attaches hiring process documentation to posting (such as hiring matrix, interview notes, reference checks, etc.) and changes posting to Documentation Complete.

Human Resources reviews and opens posting.

Human Resources changes posting to On Hold/Documentation.

Human Resources reviews applicant statuses and posting documentation, completes background and credentials check. Once all steps are complete, HR changes selected applicant to Hired status and fills the position when all PINs on the posting have been filled.
Position Action Workflow in PATH System

Actions that use this workflow include:
• Create new position
• Reclassify position
• Internal Promotion and Transfer
• Temporary Increase
• Counter Offer
• Out of Cycle Merit Increase
• Other Salary Increase

Note: Department Head or designee can initiate and submit to HR. If Supervisor or HR Liaison initiates action, it must go to the Department Head or designee before being submitted to HR. College Dean/VP or designee is an option if applicable for the action/division.
### Update Position Description (PD) Workflow in PATH System

1. **Employee initiates update.**
2. **Supervisor initiates update.**
3. **HR Liaison initiates update.**

Note: HR Liaison or Supervisor can initiate an update and send to HR. If Employee initiates the update, it must go to HR Liaison or Hiring Supervisor before being submitted to HR.

### Review Position Description (PD) Workflow in PATH System

1. **Employee initiates PD Review and sends to Supervisor.**
2. **Supervisor initiates review and sends to Employee or completes PD Review.**

Note: Review PD establishes a record that the PD was reviewed by the employee and supervisor and no changes are needed (previously called “Certify PD” in TAMU Jobs). If changes to the PD are needed, a PD update should be initiated.