Howard University
1867

Hiring Staff - New Restricted Position Request (Grants, Gifts, etc.)

Hire Request

Start → PI is ready to recruit for this position and submits request form → •SPO Post-Award reviews to ensure request is in compliance with the terms and conditions of the award

Approved?
- No → SPO sends it back to PI with edit comments
- Yes ↓

Funding

Position 100% grant funded?
- No → Position budget specialist reviews unit's budget to determine if any amendments or changes are required to completely fund position in WD.
- Yes ↓ (from Approved)

Grant TA SPEC. determines if new position request?
- No → Grant TA Specialist verifies if the position has an existing budget and reviews position details
- Yes ↓

Job Creation

Position budget specialist will submit position request in Workday
↓
The Talent Ops department receives request and creates position in WD
↓
HR Delegate / Position Budget Specialist submits position budget
↓
HR Delegate / Position Budget Specialist submits costing allocation
→

Position details match request form?
- Yes → Position budget specialist creates the job requisition for posting
- No ↓

HR Delegate / Position Budget Specialist submits the budget amendment
↓
HR Delegate / Position Budget Specialist to submit/update the costing allocation
↓
Position budget specialist creates the job requisition for posting
↓
Grant TA Specialist receives the Job requisition and posts on external / internal career sites.
↓
End