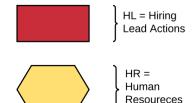


## **How to Request a Job Opening:**



Action

- \* Submit Job Form
  - \* Ensure you have an updated Job Descriptoon saved in the G Drive
    - \* G:\Human Resources\For All Staff\Job Descriptions and Competency Dictionary\Job Descriptions
  - \* Ensure you have approval from your Manager / Director for the new or backfill role
- \* HR will submit to Finace for budget approval and review salary for internal equity
- \* HR will condcut an intake meeting to review the Job Posting, Social Media Strategy and Hiring Process
- \* If approved, HR will post and submit the Social Media plan to Communications
- \* HL to reshare the Social Media post on thier own accounts to challenge / entice peopel to apply and be part of their team