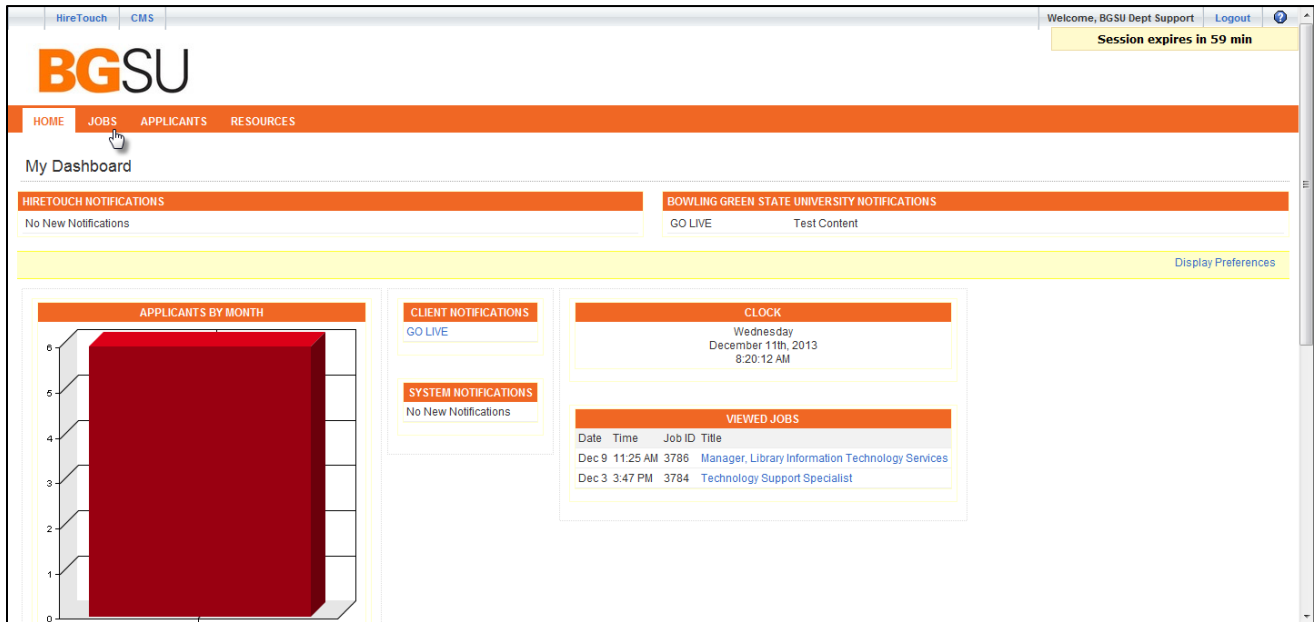


Position Authorization Creation

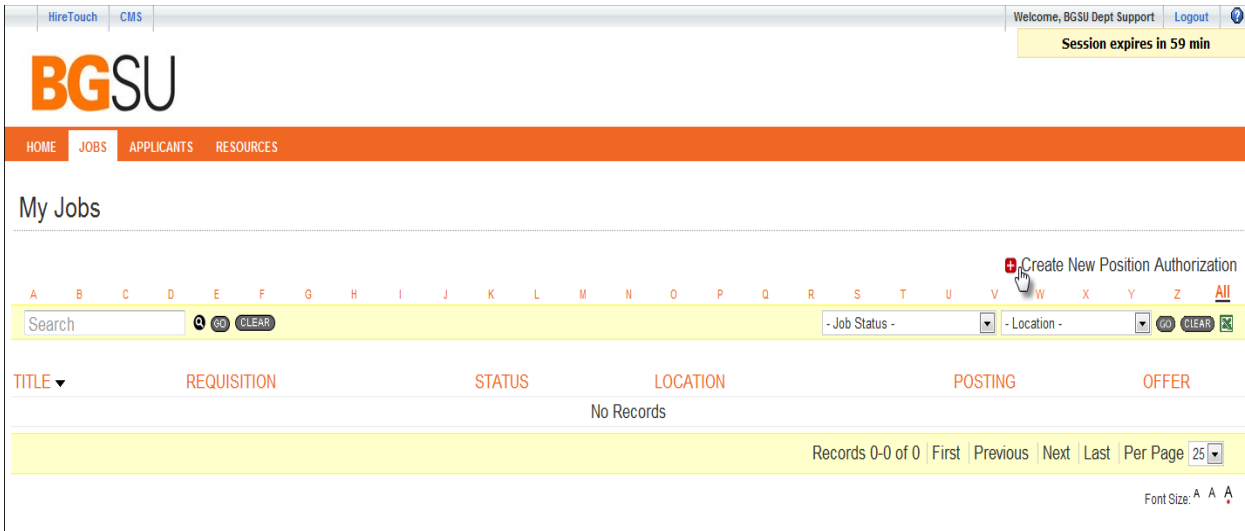
User Groups: Hiring Manager, Chair or Director, Department Support, Human Resources

Purpose: This process creates a Position Authorization giving authorization to fill a position

Click **JOBS** tab



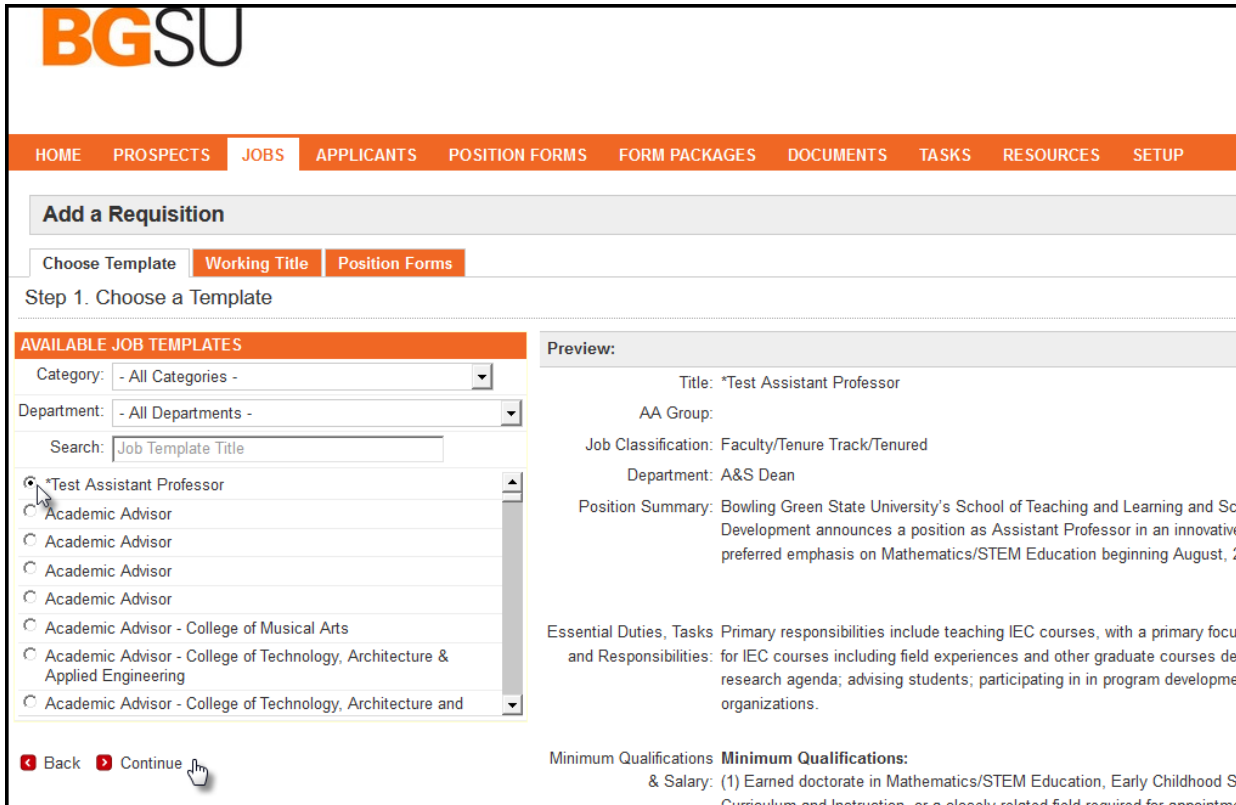
Click **+** Create New Position Authorization




Choose a job template to preview under “Available Job Templates”

Job templates are created using an approved position description included on the Faculty Position Request Form. If changes are needed, contact Lisa Meyer in the Provost Office to revise the description. If you don't see your job template listed, Lisa Meyer may not have received the description to load or you may not have the correct permissions to see the template.

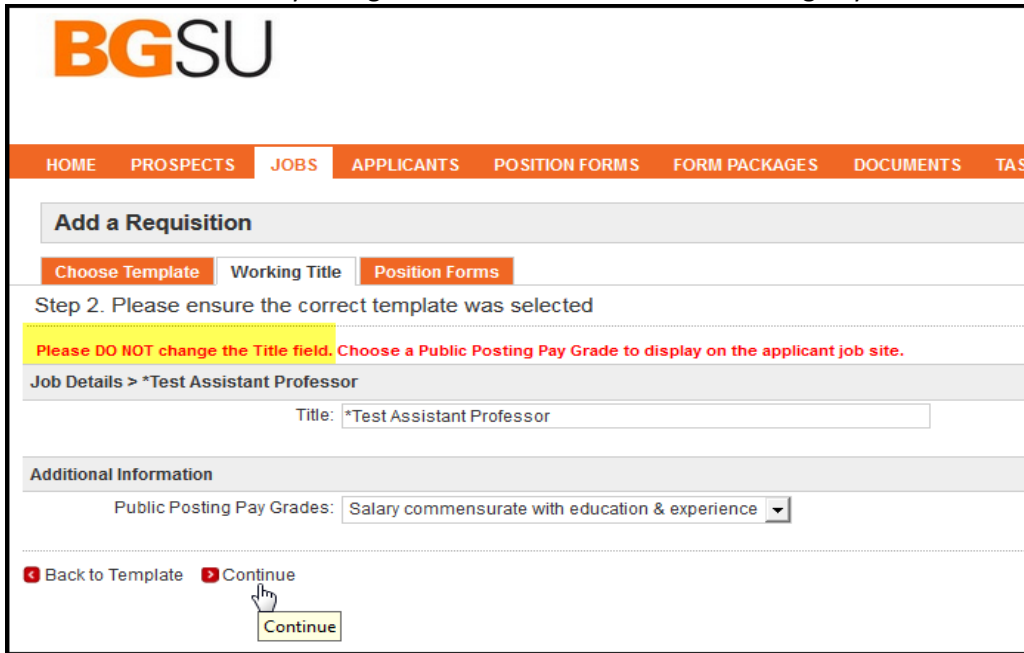
Click  Continue



The screenshot shows the BGSU 'Add a Requisition' web application. At the top is the BGSU logo and a navigation menu with tabs: HOME, PROSPECTS, JOBS, APPLICANTS, POSITION FORMS, FORM PACKAGES, DOCUMENTS, TASKS, RESOURCES, and SETUP. Below the navigation is a header for 'Add a Requisition' with sub-tabs: Choose Template, Working Title, and Position Forms. The main content area is titled 'Step 1. Choose a Template'. On the left, under 'AVAILABLE JOB TEMPLATES', there are dropdown menus for 'Category' and 'Department', both set to '- All Categories -' and '- All Departments -' respectively. A search box contains 'Job Template Title'. A list of job templates is shown, with the first item, '*Test Assistant Professor', selected. Below the list are 'Back' and 'Continue' buttons. On the right, a 'Preview:' section displays details for the selected template: Title: *Test Assistant Professor, AA Group: (blank), Job Classification: Faculty/Tenure Track/Tenured, Department: A&S Dean, Position Summary: Bowling Green State University's School of Teaching and Learning and School of Education announces a position as Assistant Professor in an innovative and interdisciplinary program with a preferred emphasis on Mathematics/STEM Education beginning August, 2017. Essential Duties, Tasks and Responsibilities: Primary responsibilities include teaching IEC courses, with a primary focus on research agenda; advising students; participating in program development and other graduate courses development organizations. Minimum Qualifications: Minimum Qualifications: (1) Earned doctorate in Mathematics/STEM Education, Early Childhood Education, or a closely related field required for appointment.

Working Title page – Click  Continue

Do not make any changes to the Job Title and Public Posting Pay Grade.



BGSU

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TAs

Add a Requisition

Choose Template Working Title **Position Forms**

Step 2. Please ensure the correct template was selected



Please DO NOT change the Title field. Choose a Public Posting Pay Grade to display on the applicant job site.


Job Details > *Test Assistant Professor


Title: *Test Assistant Professor

Additional Information

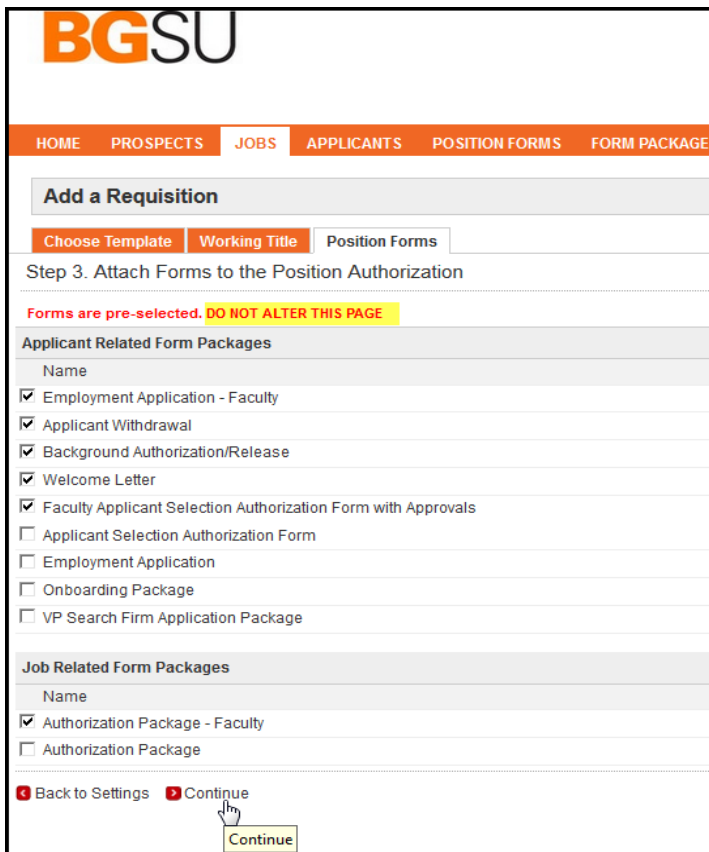
Public Posting Pay Grades: Salary commensurate with education & experience ▾

 Back to Template  Continue



Position Forms page – Click  Continue

Do not make any changes to the forms selected.



BGSU

HOME PROSPECTS **JOBS** APPLICANTS POSITION FORMS FORM PACKAGES

Add a Requisition

Choose Template Working Title Position Forms

Step 3. Attach Forms to the Position Authorization



Forms are pre-selected. DO NOT ALTER THIS PAGE


Applicant Related Form Packages

Name
<input checked="" type="checkbox"/> Employment Application - Faculty
<input checked="" type="checkbox"/> Applicant Withdrawal
<input checked="" type="checkbox"/> Background Authorization/Release
<input checked="" type="checkbox"/> Welcome Letter
<input checked="" type="checkbox"/> Faculty Applicant Selection Authorization Form with Approvals
<input type="checkbox"/> Applicant Selection Authorization Form
<input type="checkbox"/> Employment Application
<input type="checkbox"/> Onboarding Package
<input type="checkbox"/> VP Search Firm Application Package

Job Related Form Packages

Name
<input checked="" type="checkbox"/> Authorization Package - Faculty
<input type="checkbox"/> Authorization Package

 Back to Settings  Continue



Click [Start](#) on the Position Authorization Form line

The screenshot shows the BGSU web portal interface. At the top is the BGSU logo and a navigation menu with items: HOME, PROSPECTS, JOBS, APPLICANTS, POSITION FORMS, FORM PACKAGES, DOCUMENTS, TASKS, RESOURCES, SETUP. Below the menu, the page title is '*Test Assistant Professor' with a sub-link 'Faculty - Recruitment Request Pending'. A secondary navigation bar includes: Properties, Applicants, Activity, Processes, Forms, Applicant Review, Campaigns, Posting, Job Prospects. Under 'Forms', there are links for 'Job Forms', 'Applicant Forms', and 'Comments'. A message bar states 'Package added successfully'. Below this is a 'Show Job Forms' section with a table. The table has columns: Form Name, Auto Generated Number, Due Date, Status, Completed, Completion Date, Recertify, Recertified By, Recertified On, Action, Approval, Document History, and Add/Remove Forms. The table contains two rows: 'Authorization Package - Faculty' and 'Position Authorization Form - Faculty'. The 'Action' cell for the second row contains a 'Start' button, which is highlighted by a mouse cursor. A 'Remove' button is also visible in the 'Action' cell.

Complete Position Authorization Form Fields

Do not change prepopulated fields.

Complete all relevant fields. (* fields are required)

College – select appropriate college from drop down menu

The screenshot shows the 'Position Authorization Form - Faculty' page. The page title is '*Test Assistant Professor' with a sub-link 'Faculty - Recruitment Request Pending'. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are links for 'Job Forms', 'Applicant Forms', and 'Comments'. The page is titled 'Form' and 'Position Authorization Form - Faculty'. The main content area is titled 'Position Authorization (STEP 1 OF 3)'. Below this, there are three steps: '1. Position Authorization', '2. Posting Details', and '3. Funding Information'. The 'College' field is highlighted, and its dropdown menu is open, showing a list of colleges: '- Select -', '- Select -', 'College of Technology, Architecture & Applied Engineering', 'College of Arts & Sciences', 'College of Business Administration', 'College of Education & Human Development', 'Firelands College', 'Graduate College', 'College of Health & Human Services', 'College of Musical Arts', and 'Honors College'. A mouse cursor is pointing at the 'College of Technology, Architecture & Applied Engineering' option. A tooltip labeled 'College' is visible next to the dropdown menu.

School – select appropriate school from drop down menu

The screenshot shows a web application interface for a 'Test Assistant Professor' position. The navigation bar includes 'HOME', 'PROSPECTS', 'JOBS', 'APPLICANTS', 'POSITION FORMS', 'FORM PACKAGES', 'DOCUMENTS', 'TASKS', and 'RES'. The main content area is titled '*Test Assistant Professor' and 'Faculty - Recruitment Request Pending'. Below this are tabs for 'Properties', 'Applicants', 'Activity', 'Processes', 'Forms', 'Applicant Review', 'Campaigns', 'Posting', and 'J'. A breadcrumb trail shows 'Job Forms | Applicant Forms | Comments'. The form is titled 'Position Authorization Form - Faculty' and is at 'STEP 1 OF 3'. The steps are '1. Position Authorization', '2. Posting Details', and '3. Funding Information'. The form fields include: 'College:' (College of Arts & Sciences), 'School:' (dropdown menu open), 'Rank:' (dropdown menu open), 'Title:' (dropdown menu open), '*Work Location:' (dropdown menu open), '*Department:' (dropdown menu open), '*Classification:' (dropdown menu open), and 'Desired Start Date:'. The 'School' dropdown menu is open, showing options: '- Select -', '- Select -', School of Art, School of Cultural & Critical Studies, School of Earth, Environment & Society (SEES), School of Media & Communications, School of Family and Consumer Sciences, School of Human Movement, Sport and Leisure Studies, School of Intervention Services, School of Educational Foundations, Leadership and Policy, and School of Teaching and Learning. A tooltip labeled 'School' is visible next to the dropdown.




Rank – prepopulated


Title – prepopulated

Work Location – select appropriate campus from drop down menu

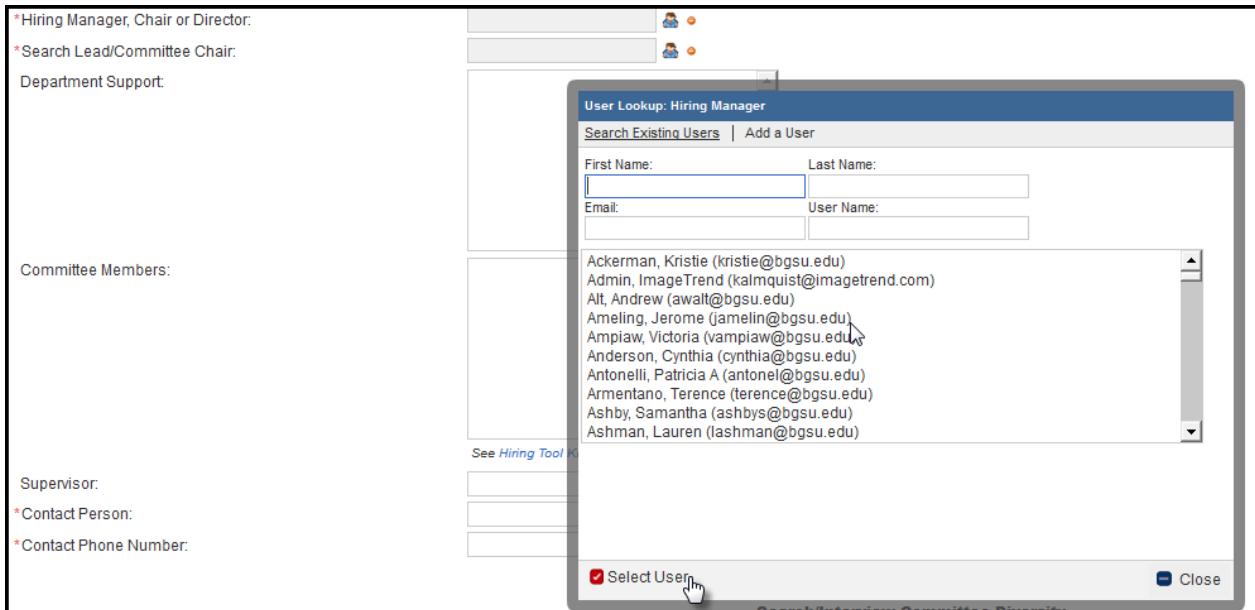
The screenshot shows the same web application interface as above. The 'Position Authorization Form - Faculty' is at 'STEP 1 OF 3'. The 'Rank:' field is prepopulated with 'Assistant Professor' and the 'Title:' field is prepopulated with '*Test Assistant Professor'. The '*Work Location:' dropdown menu is open, showing options: '- Select -', '- Select -', BGSU Firelands Campus, BGSU Levis Commons, and BGSU Main Campus. A tooltip labeled 'Work Location' is visible next to the dropdown.



- Department** – prepopulated
- Classification** – prepopulated
- Desired Start Date** – complete if you have an expected date of hire. Otherwise, leave blank.
- Salary Type** – prepopulated
- AA Group** – do not make changes
- Pay Grade** – prepopulated
- Opportunity type** – prepopulated
- Job type** – prepopulated
- Minimum Required Degree** – prepopulated
- Reference Notification** – prepopulated
- Requisition Number** – prepopulated



* Department:	A&S Dean
* Classification:	Faculty/Tenure Track/Tenur  
Desired Start Date:	<input type="text"/>  Today
* Salary Type:	Salary
AA Group:	2200 Postsecondary teachers
Pay Grade:	.
* Opportunity Type:	Full Time
* Job Type:	Academic Year
Minimum Required Degree:	PhD or terminal degree
Reference Notification:	Reference Notification
Requisition:	4493

Select designated **Hiring Manager, Chair or Director** from a list by clicking . Select staff member to be assigned Hiring Manager, Chair or Director role and click Select User.

Scroll the list of those defined Hiring Managers. If you do not see a staff member that should be listed, please contact Human Resources (372-8421) to assign security.



*Hiring Manager, Chair or Director:  

*Search Lead/Committee Chair:  

Department Support:

Committee Members:

Supervisor:

*Contact Person:

*Contact Phone Number:

[See Hiring Tool](#)


User Lookup: Hiring Manager


[Search Existing Users](#) | [Add a User](#)

First Name: Last Name:

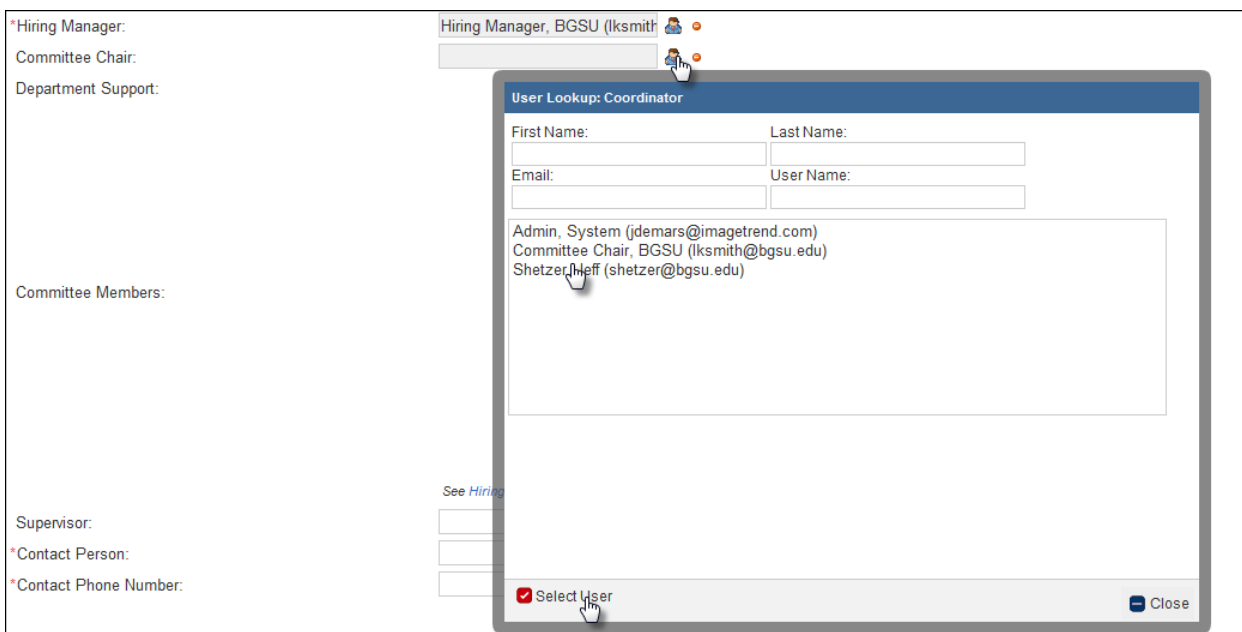
Email: User Name:



- Ackerman, Kristie (kristie@bgsu.edu)
- Admin, ImageTrend (kalmquist@imagetrend.com)
- Alt, Andrew (awalt@bgsu.edu)
- Ameling, Jerome (jamelin@bgsu.edu)
- Ampiaw, Victoria (vampiaw@bgsu.edu)
- Anderson, Cynthia (cynthia@bgsu.edu)
- Antonelli, Patricia A (antone1@bgsu.edu)
- Armentano, Terence (terence@bgsu.edu)
- Ashby, Samantha (ashbys@bgsu.edu)
- Ashman, Lauren (lashman@bgsu.edu)



Select User 

Select designated **Search Committee Chair** from a list by clicking . Select staff member to be assigned Search Committee Chair role and click Select User.

Scroll the list of available staff members with the Search Committee Chair role. If you do not see a staff member that should be listed here, please contact Human Resources (372-8421) to assign security.



*Hiring Manager:  

Committee Chair:  

Department Support:

Committee Members:

Supervisor:

*Contact Person:

*Contact Phone Number:


[See Hiring](#)


User Lookup: Coordinator

First Name: Last Name:

Email: User Name:

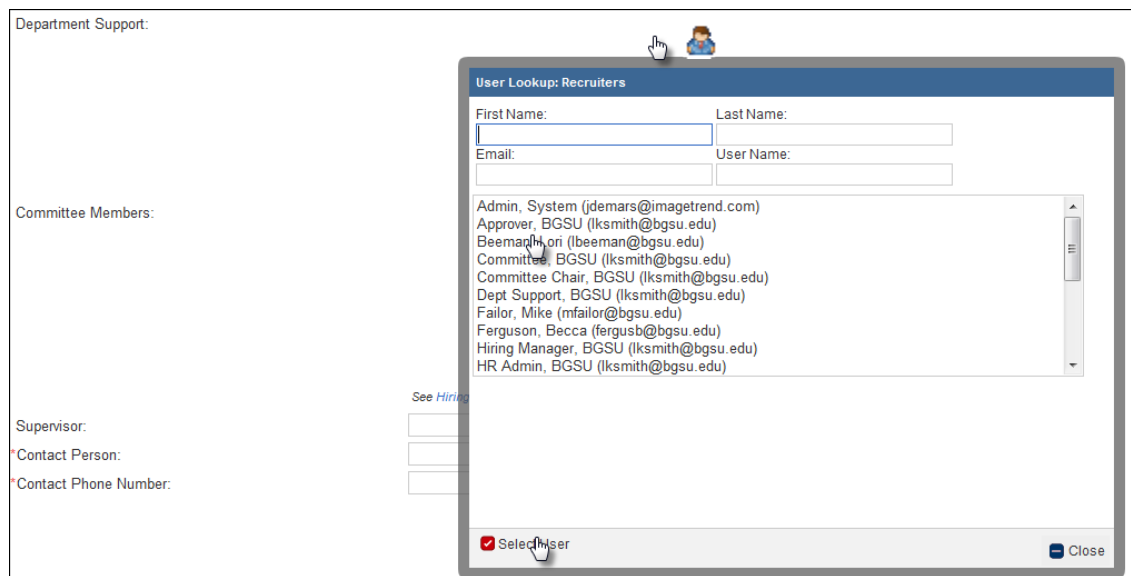
- Admin, System (jdemars@imagetrend.com)
- Committee Chair, BGSU (lksmith@bgsu.edu)
- Shetzer, Jeff (shetzer@bgsu.edu)


Select User 

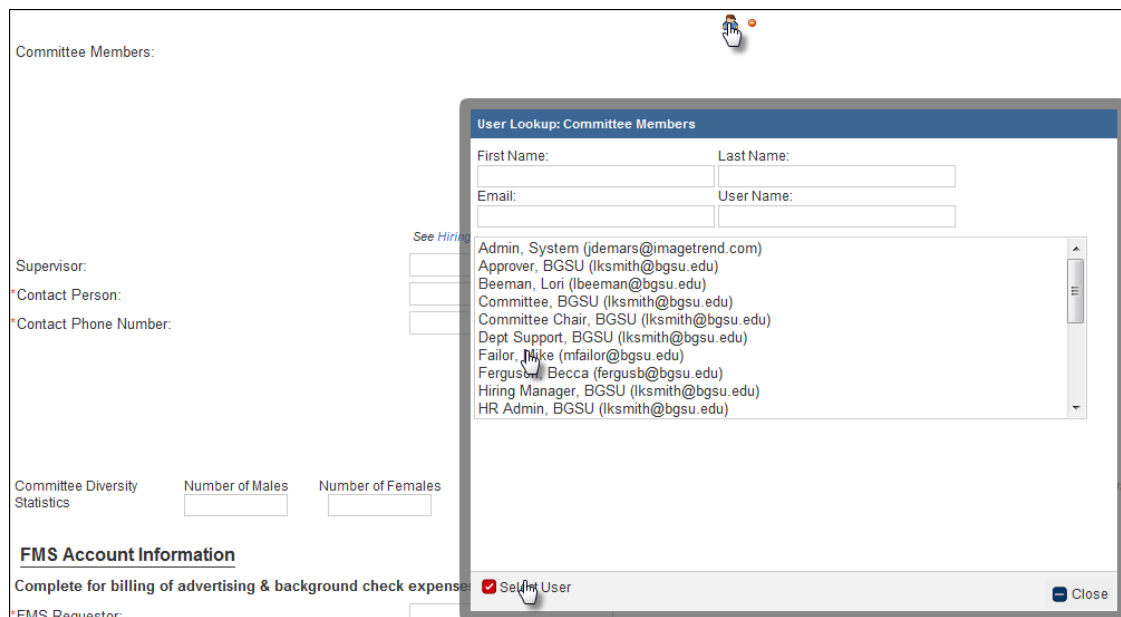
Select designated **Department Support** from a list by clicking . Select staff member to be assigned Department Support role and click Select User.

The Department Support role should be the person helping the department facilitate the search and will need to see all information associated with this search. They will have the ability to move the applicants through the processes.

Scroll the list of defined Department Support. If you do not see a staff member that should be listed here, please contact Human Resources to assign security. If you are the department support person and you do not fill in this field, you will not be able to see the job once submitted.



Select designated **Search Committee Members** from a list by clicking . Select staff members to be assigned committee member role and click Select User. Repeat until all committee members are selected.



Supervisor – list name of supervisor of this position

Contact person – list name of department contact person that Lisa Meyer may contact to discuss job search. Most likely this is the same as the Department Support or Hiring Manager defined above.

Contact Phone Number – list campus phone number of listed contact person

Supervisor:	<input type="text" value="Freddy Falcon"/>
*Contact Person:	<input type="text" value="Freida Falcon"/>
*Contact Phone Number:	<input type="text" value="372-0000"/>

Enter the diversity of the members of the search committee. Each field must have a value assigned. Enter "0" if there are fields without representation from members of the search committee.

Search/Interview Committee Diversity								
Please indicate the diversity of the members selected to the Search Committee.								
Committee Diversity Statistics	Number of Males <input type="text" value="2"/>	Number of Females <input type="text" value="2"/>	White, not Hispanic <input type="text" value="1"/>	Black, not Hispanic <input type="text" value="1"/>	Hispanic/Latino <input type="text" value="2"/>	Asian <input type="text" value="0"/>	Native Hawaiian or Other Pacific Islander <input type="text" value="0"/>	American Indian or Alaska Native <input type="text" value="0"/>

FMS Requester - enter name of staff member for Human Resources to contact for billing of background checks

Department # - select department number for background check expenses

Fund # - enter fund number for background check expenses

SpeedType # - enter SpeedType for background check expenses

FMS Account Information	
Complete for billing of advertising & background check expenses	
*FMS Requestor:	<input type="text" value="Freida Falcon"/>
*Department #:	<input type="text" value="101900"/>
*Fund #:	<input type="text" value="10000"/>
*SpeedType #:	<input type="text" value="101900OPER"/>

Reason for Opening – select from drop down menu

Position Information	
*Reason for Opening:	<input type="text" value="- Select -"/>
Incumbent:	<input type="text" value="- Select -"/>
Current Position #:	<input type="text" value="New Position"/>
# of Positions:	<input type="text" value="Replacement"/>
*Grant Funded:	<input type="text" value="- Select -"/>
*Position Length:	<input type="text" value="- Select -"/>
Please Note: Part-Time cannot work over 24 hours per week	
Total Hours Per Week:	<input type="text"/>

Incumbent – enter person who last held the position

Position Number - enter position number

of Positions: enter number of positions to be filled using this search

Grant Funded – select if position is grant funded

Position Information

*Reason for Opening:

Incumbent:

Position Number:

of Positions:

*Grant Funded:

*Position Length:

AAUP Eligible:

Please Note: Part-Time cannot work over 24 hours per week

Total Hours Per Week:

Grant Funded

Position Length – select the position length

*Position Length:

AAUP Eligible:

Please Note: Part-Time cannot work over 24 hours per week

Total Hours Per Week:

Position Length

AAUP Eligible – prepopulated

AAUP Eligible: Yes No

Faculty Recruitment Area– select appropriate recruitment area

National Professional Publications/Regional Newspapers/Local Newspapers/Other Sources – check boxes of selected resources to use for advertisement

Additional Efforts – type in appropriate box for other recruitment efforts

Recruitment
Complete for Recruitment Area
All tenure track positions require a National search with a 30 day posting

Faculty Recruitment Area: Internal
 National
 Regional
 Local

National Professional Publications:
 Chronicle of Higher Education
 Diverse Issues in Higher Education
 BlackInHigherEd.com
 HigherEdJobs.com - Free Posting - (Password Protected*) <https://www.higheredjobs.com/employers/login.cfm>
 Hispanic Outlook
 International Society for Tech. in Education
 Southern Regional Education Board (SREB) <https://www.sreb.org>
 Women in Higher Education
 IM Diversity <http://imdiversity.com>
 Online Associations/Listprocs
 Higher Education Recruitment Consortium (OH/W PA/WV) - Free Posting - Email Lori Smith in OHR (ksmith@bgsu.edu) to request
 Other


Regional Newspapers:
 Ann Arbor News
 Cleveland Plain Dealer
 Columbus Dispatch
 Dayton Daily News
 Detroit News
 Other

Local Newspapers:
 BGSU Zoom News (submitted by Provost's Office)
 BC Sentinel-Tribune
 La Prensa (Toledo) (Print or online)
 Toledo Blade
 Toledo Journal (Print or online)
 Sandusky Register
 Other


Other Sources: If any of these boxes are marked, please indicate in 'Additional Recruitment Efforts' box below:
 Mailing List(s)
 Other Internet Web Sites
 Professional Meetings/Conference
 Professional Search Agency
 School or College
 Other

Efforts to Recruit Women, Minorities, Veterans and Persons with Disabilities:

Additional Recruitment Efforts: If 'Other' is marked in any category above, please specify those resources in this box.

Click  Save and Continue

Review the Posting Details – if revisions are needed, please contact Lisa Meyer.

Select  Continue to Funding Information

HOME	PROSPECTS	JOBS	APPLICANTS	POSITION FORMS	FORM PACKAGES	DOCUMENTS	TASKS	RESOURCES	SETUP
----------------------	---------------------------	----------------------	----------------------------	--------------------------------	-------------------------------	---------------------------	-----------------------	---------------------------	-----------------------

***Test Assistant Professor**
BGSU Main Campus - Faculty - [Recruitment Request Pending](#)

Properties	Applicants	Activity	Processes	Forms	Applicant Review	Campaigns	Posting	Job Prospects
----------------------------	----------------------------	--------------------------	---------------------------	-----------------------	----------------------------------	---------------------------	-------------------------	-------------------------------

[Job Forms](#) | [Applicant Forms](#) | [Comments](#)

Job questions saved successfully





Form

Position Authorization Form - Faculty

Posting Details (STEP 2 OF 3)
[Position Authorization](#) | [2. Posting Details](#) | [3. Funding Information](#)

Below you will find the posting details of this position. If changes are desired, please contact Lisa Meyer (372-2919) for assistance in making revisions.

Position Title:	*Test Assistant Professor
Department:	A&S Dean
Public Posting Pay Grade:	Salary commensurate with education & experience
Category:	Faculty
Campus:	BGSU Main Campus
Opened Date:	
Closed Date:	
Position Summary:	Bowling Green State University's School of Teaching and Learning and School of Intervention Services in the College of Education and Human Development announces a position as Assistant Professor in an innovative (dual licensure) Inclusive Early Childhood (IEC) program with preferred emphasis on Mathematics/STEM Education beginning August, 2017.
Essential Duties, Tasks and Responsibilities:	Primary responsibilities include teaching IEC courses, with a primary focus on mathematics in P-3 inclusive classrooms; providing instruction for IEC courses including field experiences and other graduate courses depending on expertise; establishing and maintaining a scholarly research agenda; advising students; participating in in program development; and providing service to the unit, the university, and professional organizations.
Minimum Qualifications & Salary:	<p>Minimum Qualifications:</p> <p>(1) Earned doctorate in Mathematics/STEM Education, Early Childhood Special Education, Early Childhood Education, Special Education , Curriculum and Instruction, or a closely related field required for appointment at Assistant Professor level (ABD, dissertations defended August 2017) will be considered;</p> <p>(2) Minimum of three years of practical or classroom experience in inclusive P-3 settings or equivalent;</p> <p>(3) A record of successful teaching in P-3 and/or higher education and graduate programs as appropriate;</p> <p>(4) Demonstrated performance or potential in publications, grants, as well as evidence of activity in professional organizations.</p> <p>Salary: Salary is commensurate with education and experience.</p>
Additional Information:	Review of candidate credentials commences immediately. Applications must also include a curriculum vitae, a writing sample of no more than 25 pages, three letters of recommendation, graduate transcripts, and evidence of teaching effectiveness.
Degree Type:	PhD or terminal degree
Salary Type:	Salary
Job Type:	Academic Year
Opportunity type:	Full Time

 Back
  Continue to Funding Information
  Save
  Exit

Funding Information – complete all fields relevant to position

Salary Range – required field – enter salary range

Stipend – complete if known


Funding Sources – choose appropriate source

Additional Budget Notes – text field to type any notes needed related to funding

Position Number – prepopulated from previous page

Funding Amount available by Director of Budgets – Director of Budgets may confirm funding amount

Position Number confirmed by Director of Budgets – Director of Budgets may confirm position number

Click  **Submit - Continue to Approval Set-Up**

[Job Forms](#) | [Applicant Forms](#) | [Comments](#)

Form

Position Authorization Form - Faculty

Funding Information (STEP 3 OF 3)

[1. Position Authorization](#) | [2. Posting Details](#) | [3. Funding Information](#)

Funding Information

Please refer to approved College Strategic Plan for verification

Salary Range:

Stipend: (n/a or dollar amount):

Funding Sources:

- College
- Provost
- Grant
- Other: Indicate in Notes Section Below





Additional Budget Notes:

Position Number: 00001111

Funding amount available confirmed by Director of Budgets:

Position Number confirmed by Director of Budgets:

CREATED BY	CREATED ON	NOTE
No form notes		

 Back  **Submit - Continue to Approval Set-Up**  Save  Exit

Assign a staff member for each Approver* using the drop down menu.

Hiring Manager, Chair or Director

Assistant/Associate VP/Dean or Director

University Director of Budgets – leave as Group Approval

HR Equity & Diversity Officer– leave as Group Approval

Provost Office – leave as Lisa Meyer

If you do not see a staff member that should be included on the list, please contact Human Resources to have their security changed.

Click  Save

Z Test LORI Assistant Professor School of Teaching and Learning & School of Education




BGSU Main Campus - Faculty - [Approval Pending](#)

[Properties](#) | [Applicants](#) | [Activity](#) | [Processes](#) | [Forms](#) | [Applicant Review](#) | [Cancel](#)






[Job Forms](#) | [Applicant Forms](#) | [Comments](#)

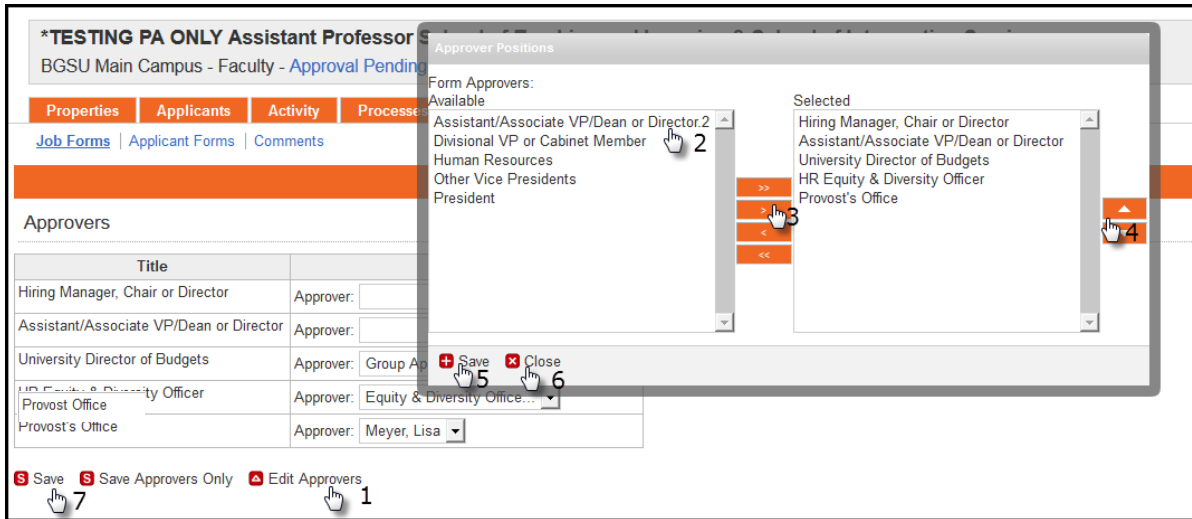
Approvers



Title	Name
Hiring Manager, Chair or Director	Approver: <input type="text"/>
Assistant/Associate VP/Dean or Director	Approver: <input type="text"/>
University Director of Budgets	Approver: <input type="text" value="Group Approval"/>
HR Equity & Diversity Officer	Approver: <input type="text" value="Group Approval"/>
Provost's Office	Approver: <input type="text" value="Meyer, Lisa"/>


 Save  Save Approvers Only  Edit Approvers


*If you need to add another level of approver, complete the following steps:

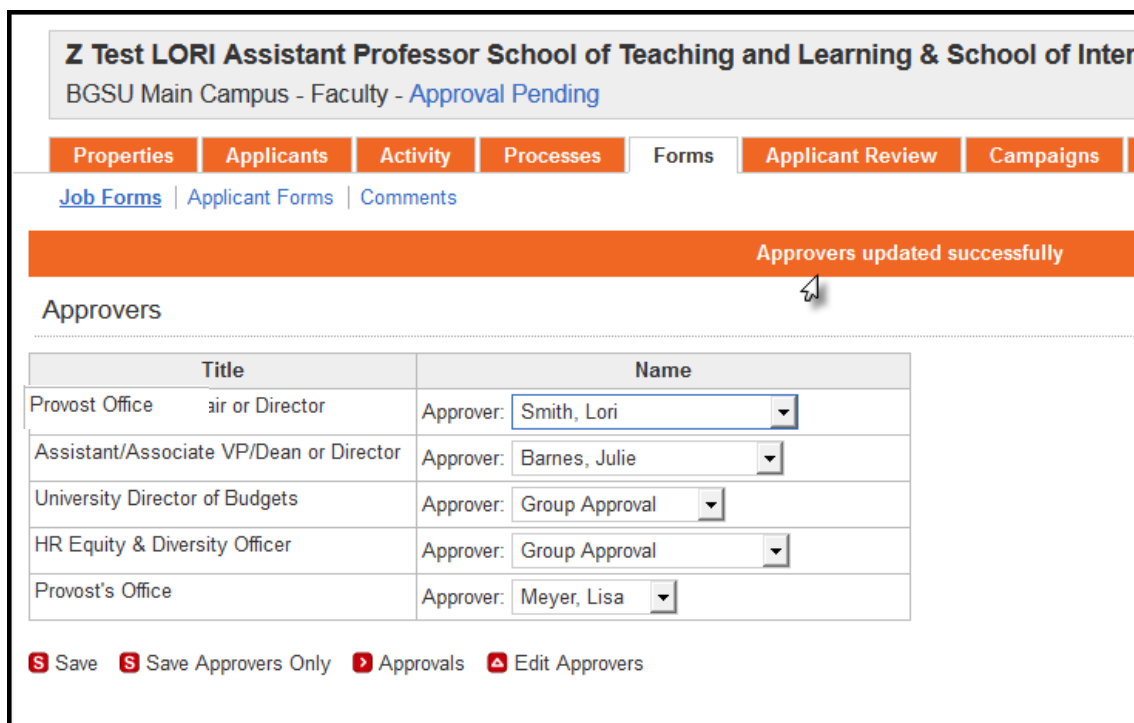
- Click  Edit Approvers (1)
- Select desired approver from left table (2)
- Click  arrow to move selection to the right table (3)
- Click  to move approver to desired slot on the list (4)
- Click  Save (5)
- Click  Close (6)



Title	Approver
Hiring Manager, Chair or Director	Approver: <input type="text"/>
Assistant/Associate VP/Dean or Director	Approver: <input type="text"/>
University Director of Budgets	Approver: Group Approval  
HR Equity & Diversity Officer	Approver: Equity & Diversity Office...
Provost's Office	Approver: Meyer, Lisa

Remember to assign Approver to the new added approver field and Click  Save (7)

Once you click  Save you will receive the following message in the orange row above approvers "Approvers updated successfully"



Title	Name
Provost Office	Approver: Smith, Lori
Assistant/Associate VP/Dean or Director	Approver: Barnes, Julie
University Director of Budgets	Approver: Group Approval
HR Equity & Diversity Officer	Approver: Group Approval
Provost's Office	Approver: Meyer, Lisa

This will trigger an automatic email to the first approver asking them to approve the Position Authorization Form. Once they approve the form, emails are sent to the next approvers in order until all approvers have approved the form.

If you leave the Position Authorization form process before finishing all fields and need to go back in and complete by clicking the 'Jobs' tab

TITLE	REQUISITION	STATUS	CLOSED
Technology Support Specialist - Firelands	3918	Closed	06/27/20
TESTING ONLY	3878	Recruitment Request Pending	
TESTING ONLY SEARCH Academic Advisor	3994	Recruitment Request Pending	
Training and Documentation Specialist	3938	Closed	07/11/20
Transportation Operator - 9 Month, Full-time	3982	Posted Internal	08/29/20

Click on the 'Job Title'

TITLE	REQUISITION	STATUS	CLOSED
Technology Support Specialist - Firelands	3918	Closed	06/27/20
TESTING ONLY	3878	Recruitment Request Pending	
TESTING ONLY SEARCH Academic Advisor	3994	Recruitment Request Pending	
Training and Documentation Specialist	3938	Closed	07/11/20
Transportation Operator - 9 Month, Full-time	3982	Posted Internal	08/29/20

Click 'Forms' tab

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

TESTING ONLY SEARCH Academic Advisor
BGSU Main Campus - Academic Advising - [Recruitment Request Pending](#)

Properties Applicants **Activity** Processes **Forms** Campaigns Posting

* All Job Applicants

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Advanced Search

- Date Applied - - User Status - - Application -

PROGRESS REVIEW ON-CAMPUS HIRING

NAME EMPLOYEE DOCS STATUS COMPLETED COMMITTEE PHONE REQUEST INTERVIEW REFERENCES BACKGROUND PROPOSAL ▲ OFFER WELCOME ONBOARDING DISPOSITION C

No Records

- Bulk Actions -

Records 0-0 of 0 | First | Previous | Next | Last | Per Page 25

Click 'Continue'

HireTouch CMS Welcome, BGSU Dept Support Logout

BGSU

HOME **JOBS** APPLICANTS RESOURCES

Communications Manager
Public Relations, Marketing and Communications - [Recruitment Request Pending](#)

Properties Applicants Activity Processes **Forms**

[Job Forms](#) | [Applicant Forms](#) | [Comments](#)

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	<input type="button" value="Add/Remove Forms"/>
<input type="checkbox"/> Authorization Package												
<input type="checkbox"/> Position Authorization Form									Continue			Remove

Actions

-
- Send Correspondence
-
-
-

Processes

Posting: Not Started 12/11/13
Approval: Started

Job Details