GVSU Recruitment Process Flowchart:
Position Preparation (Position Management)

Define the position

Create position   **Edit position restrictions**

Create job requisition

Post the position

Advertise the position
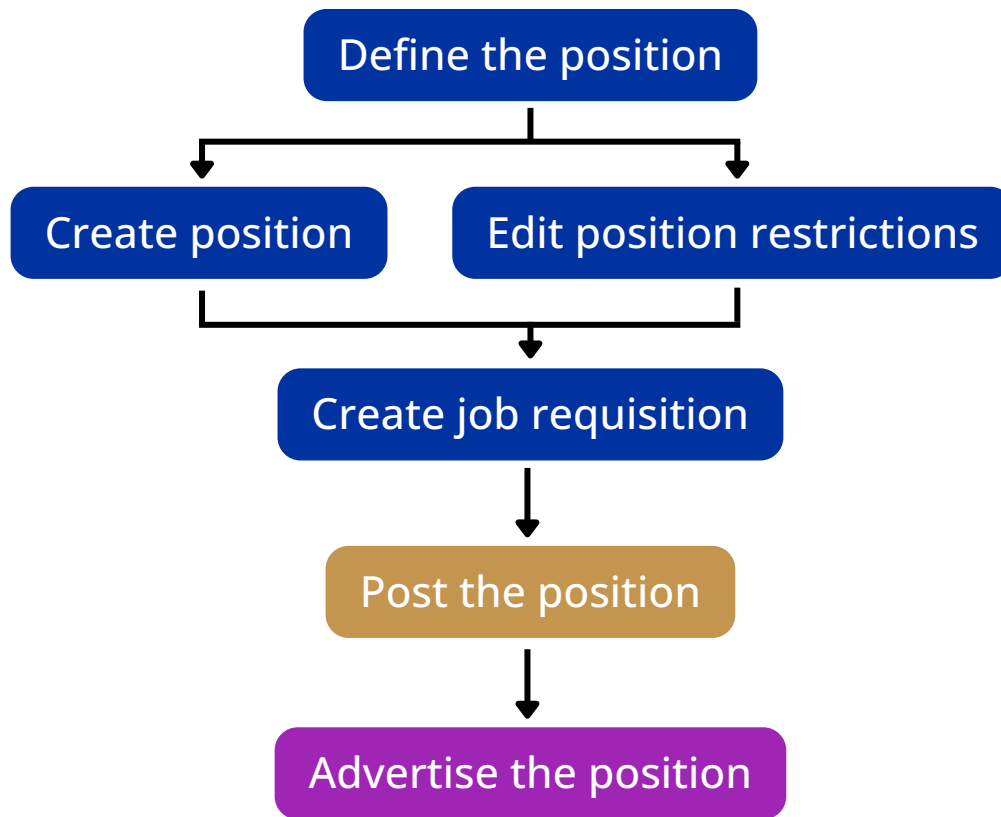
Approvals

Create Position Approvals:
- Compensation Analyst
- Appointing Officer
- Executive Officer
- Budget Manager
- Budget Executive

Edit Position Restrictions Approvals:
- HR Business Partner
- Appointing Officer
- Executive Officer
- Award Contract Specialist (grant-funded)
- Budget Manager

Create Job Requisition Approvals:
- HR Business Partner
- Appointing Officer
- Affirmative Action (if required)
- Compensation Analyst
- Executive Officer

● Completed by Dean/Appointing Officer's office   ● Completed by HR   ● Completed by department/committee