SS – Job Requisition – Routing & Sequence

UAA Shared Services
UNIVERSITY of ALASKA ANCHORAGE

Work Unit	Position Description Submitted

SS HRC
Process Request and route into queue → Complete Request → End

Supervisor
Verify that the wording is accurate for the job posting (requisition)

Hiring Authority or Hiring Manager
Verify that the wording is accurate for the job posting (requisition)

One Up Manager- SBO

Classification and Compensation Specialist

Budget Office

TA Specialist
Verifies that screening docs are attached, search committee is selected, and required language is used