Unit works with Class and Comp to develop the PD:
- Assessed salary ranges and/or salary floors (as applicable) are reviewed at this stage.
- Recruitment Coordinator approves hiring proposal.

Class and Comp works with Unit to develop PD and sends approved PD to Recruitment:
- Recruitment enters PD into PA7 and assigns position number.
- Specialist finalizes posting, submits to Coordinator for approval.
- Position is posted to OSU jobs website. Email notification sent via People Admin.
- At posting closing date, Veteran’s Preference review is performed.
- Recruitment creates HR-approved offer letter and routes via DocuSign.
- If new employee identifies as a Non-Resident Alien, hiring proposal is reviewed by OIS.
- Recruitment completes Pre-Hiring Proposal Banner entry.

Lifecycle contacts employee via email regarding the completion of new hire paperwork.
- Lifecycle Team sends welcome letter.
- Benefits Team populates benefit data in PWAOEMP for PEBB eligible employees.
- Once PEBB record is open, Benefits Team sends employee Benefits Enrollment email.

Benefits Team approves generated EPAF and it loads to Banner:
- Payroll approves generated EPAF and it loads to Banner.

Class and Comp reviews the starting salary rate (if/when applicable):
- Class and Comp reviews the starting salary rate (if/when applicable).