<table>
<thead>
<tr>
<th>Position Description</th>
<th>Action Needed</th>
<th>Who Performs Action</th>
<th>Decisions Needed</th>
<th>Approvals Needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create a new or update an existing position description.</td>
<td>Department admin, hiring manager, etc. (Role 2 user)</td>
<td>1. Job duties and requirements determined by hiring manager. 2. Classification and FLSA status determined by HR Division Director or Generalist (Role 4 user).</td>
<td>1. Department Head 2. Senior Management 3. Human Resources* 4. Employee Administration</td>
<td>N/A</td>
</tr>
<tr>
<td>Job Card</td>
<td>Determine how job will be hired.</td>
<td>Department admin, hiring manager, etc. (Role 2 user)</td>
<td>1. Establish position compensation level and hiring range. 2. Determine the recruitment plan; post the job to the Virginia Tech careers page, internal careers page, and other recruiting sources such as trades or target websites.</td>
<td>1. Department Head 2. Senior Management 3. Human Resources*</td>
<td>The compensation level and hiring range will need to be approved by Human Resources.</td>
</tr>
<tr>
<td>Applicant</td>
<td>Create and submit application online.</td>
<td>Job applicant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Offer Card</td>
<td>Create offer to applicant.</td>
<td>Department admin, hiring manager, etc. (Role 2 user)</td>
<td>Salary being offered. Determine any other offer details, if any, such as relocation amount, professional development funds, deferred compensation, sign-on bonus.</td>
<td>1. Hiring Manager (after discussing desired salary with HR generalist or Division Director) 2. Senior Management 3. Human Resources* (offer is released to applicant after this approval step)</td>
<td>If successful candidate is current faculty, salary offer may need additional approvals. A completed P3A-F is required before offer can be finalized.</td>
</tr>
</tbody>
</table>

* Human Resources = Division Director or Generalist approves staff, wage, and A/P faculty; OVPRI approves Research positions.