## POSITION APPROVAL AND ADVERTISEMENT

- 1. Screening committee can be appointed and selected criteria defined. (Not mandatory)
- Job posting and ADA information are completed and submitted for approval by Human Resources through People Admin (People Admin can be found on the HR Services Menu channel via the eWeber portal.
- 3. Position is advertised for appropriate time period. (Two day minimum)
- 4. Application materials are received through People Admin.