

**Job Opening Workflow for OSU CHS and OSU Tulsa:**

Manager – Emails HR consultant to request job opening

HR – Position Description creation/update in Page Up – routes for approval if needed

HR – Creates Job Card in Page Up – routes for approval

Manager – Approves Job Card/job posting (will also route to grants if there is grant funding)

HR – Posts job opening to job site/sources; runs job ads

Manager – Reviews applications, conducts interviews, changes status to interview and then reference check for top candidates. Notifies HR Consultant of top candidate to create offer

HR – Reviews applicant for job offer and submits offer approval through Page Up to Manager

Manager – Approves offer through Page Up

HR – Calls applicant to make verbal offer pending clear background check

HR – Emails applicant offer/UKG information and lets them know a formal letter to accept or decline is being sent through Page Up

Applicant – accepts job offer in Page UP

HR – closes out job and inputs dispositions for each applicant

Contact Human Resources in Tulsa at 918-594-8221 or tulsa.hr@okstate.edu