**Position Opening/Job Offer Approval Process**

**Temp Workflow**

**POSITION OPENING PROCESS**

1. Hiring Manager post job in Recruiting Solutions
2. Approve posting
3. Job is posted to the Web

**JOB OFFER APPROVAL PROCESS**

1. Prepare Job Offer and approve
2. Post Job Offer
3. Submit Prepare for Hire
4. Payroll approves hire after I-9 completion