DrexelMedJobs Professional Staff Hiring Workflow

1. POSTING A POSITION

Department creates job description requisition in DrexelMedJobs	Dept Admin approves requisition in DrexelMedJobs	Compensation receives and approves req in DrexelMedJobs within 1 business day
Requisition is posted on DrexelMedJobs for a minimum of 5 days	Employment/TA receives, approves, and posts req in DrexelMedJobs in 1 business day	HRIS receives and approves requisition in DrexelMedJobs within 2 business days	VP/Executive receives and approves requisition in DrexelMedJobs

> Office of Research approves research/grant funded positions

2. APPLICANT PROCESS

Department or HR reviews applicants	Department and/or HR interviews applicants	Department selects Finalist	Department completes Request to Hire and submits for Department Admin approval

> Office of Research approves research/grant funded positions

> If hiring a non-US citizen, Request to Hire needs to be approved by ISSS

3. REQUEST TO HIRE

HRIS receives and approves Request to Hire within 2 business days	VP/Executive receives and approves Request to Hire	Compensation receives and approves Request to Hire within 1 business day	Department Admin receives and approves Request to Hire
Employment/TA receives and approves Request to Hire within 1 business day	Employement/TA creates and sends offer letter	Once department updates applicants' status, Employment/TA will mark your requisition "Filled"	