


Timeline for Creating and Filling a New Position

Pre-Grant and Budget Development		Start - Day 1 Receipt of Grant Award or Legislative Funding	Day 25	Day 55		
Hiring Manager schedules meeting with HR & Budget Submit required documentation to HR and Budget		Draft vacancy posting and works with Recruiter on supplemental questions 5-10d	Initiate Requisition in NeoGov 1d	Interview and submit recommended candidate 20d		
Human Resources provides checklist of forms	Review docs - analyze position 20d	Initiate in Beacon/ Add to SmartSheet 5d	DHHS approve Classification 10d	OSHR approve Classification 10d		
			Post vacancy 2d	Posting 5d minimum	Screen and refer qualified applicants 2d	
Budget adds to tracking log*		Prepare Budget Revision / Certification & Submit for approval 10d	Enter funding information in Beacon 2-10d	DHHS B&A Approval 5d	OSBM Approval of Budget Revision/ Certification TBD	Budget approves PCR in Beacon Workflow 2d

*Smaller Divisions or Facilities may not require tracking log

 Hiring Manager

 Human Resources

 Budget Office