FILL A NEW VACANCY

STEPS TO TITLE/POSITION APPROVAL

- Complete PAPE* Form
  (*Principal Administrative Position Exemption)
  Using the DART system at:
  https://hrnet.uihr.uillinois.edu/dart

- Submit to unit executive officer for college-level approval.

- Submit to the Office of Academic Human Resources (AHR) for approval.

- Unit receives DART e-mail approval for PAPE.

STEPS TO SEARCH APPROVAL

- Attach PAPE e-mail approval to affirmative action search materials.

- Submit search materials to the Office of Equal Opportunity and Access (OEOA) for review.

- Unit receives approval from OEOA and obtains Search number.
  (Required by Employment Center to post the vacancy)

ANNOUNCE POSITION VACANCY

- Complete the Job Posting in the Employment Center for Academic Professional vacancy notices at: http://www.uihr.uillinois.edu/jobs

- Electronic Job Posting routed to AHR for release to the Employment Center.