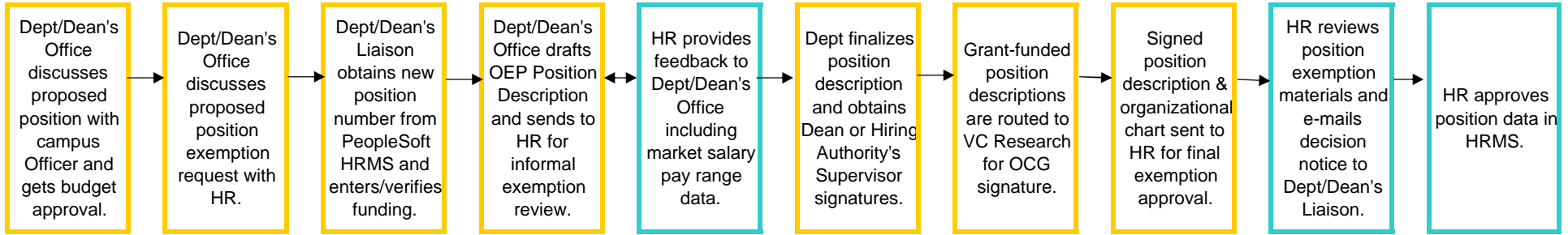


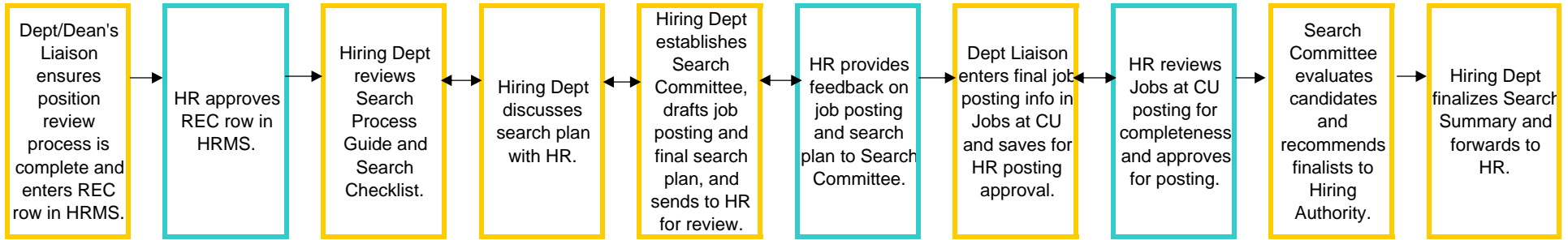
OFFICER/EXEMPT PROFESSIONAL (OEP) HR PROCESS WORKFLOW

POSITION EXEMPTION REVIEW AND APPROVAL



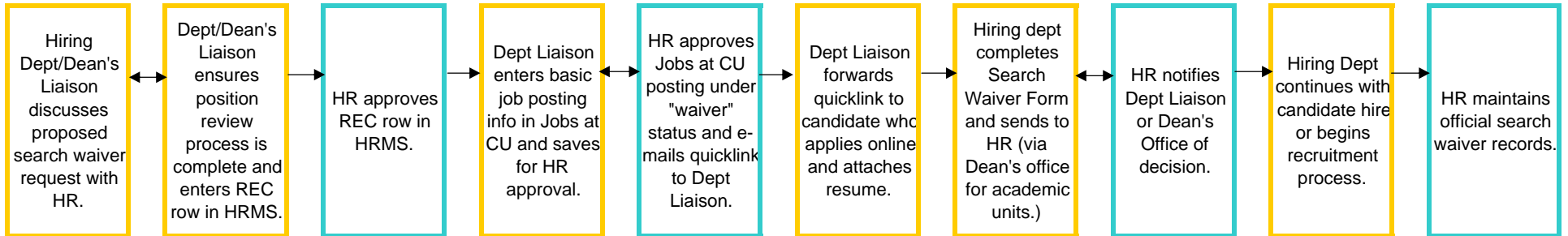
Note: Within Academic Affairs, all department or unit actions must be routed for approval through the dean's office by the dean's liaison.

RECRUITMENT



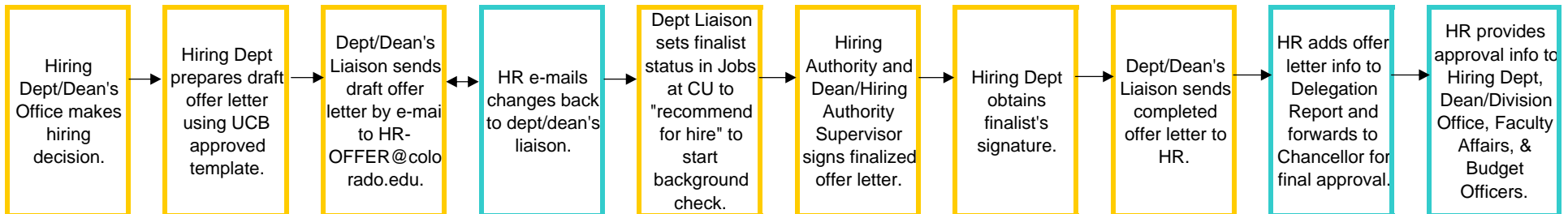
Note: Hiring department must complete the position exemption review/approval process before starting a recruitment.

SEARCH WAIVERS



Note: Before requesting a search waiver, review the list of appropriate waiver reasons on the Search Waiver Request Form. Hiring department must have completed the position exemption review/approval process.

HIRING AND APPOINTMENT PROCESS



Note: Hiring departments must use the UCB OEP Offer Letter Template. See HR OEP Process Guide for specific information on offer letter effective date requirements.

Department Action
Human Resources Action