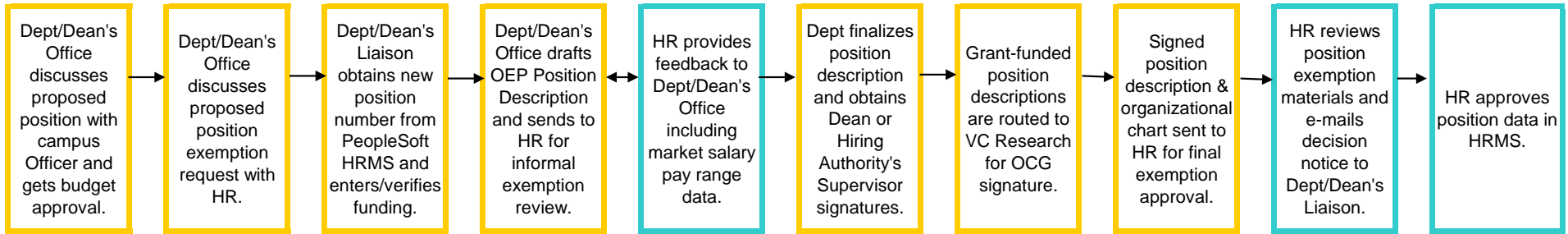


OFFICER/EXEMPT PROFESSIONAL (OEP) HR PROCESS WORKFLOW

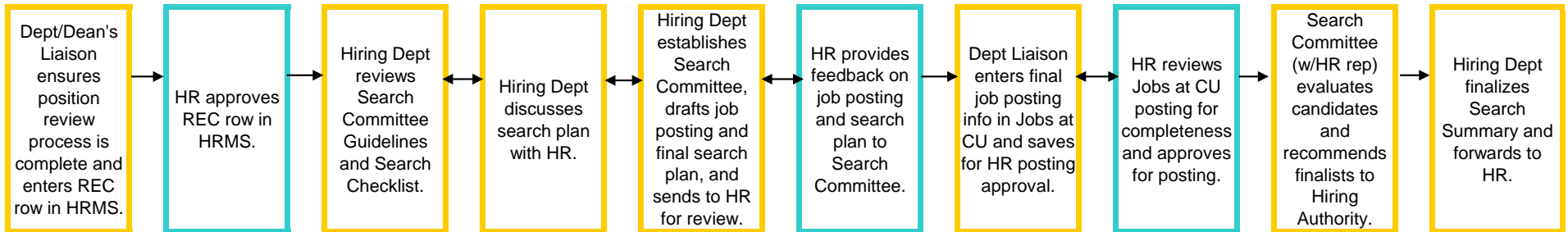
POSITION EXEMPTION REVIEW AND APPROVAL



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

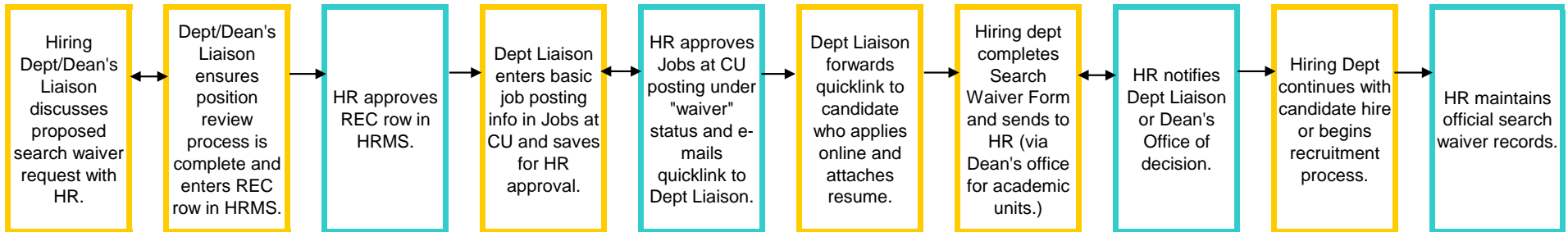
All positions funded by grants must be routed through the Office of the Vice Chancellor for Research.

RECRUITMENT



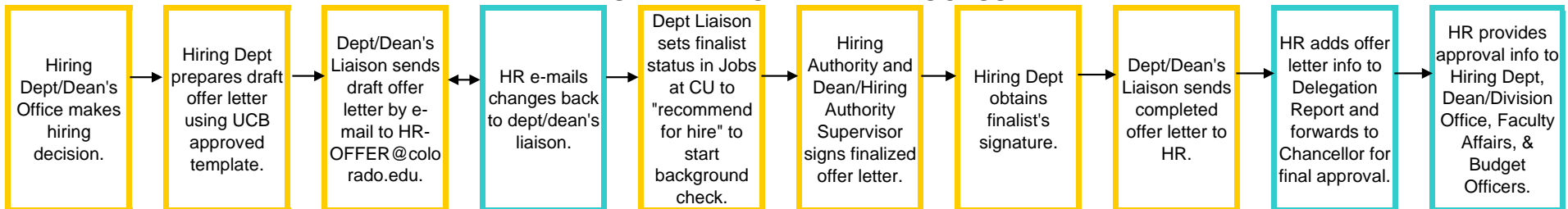
Note: Hiring department must complete the position exemption review/approval process before starting a recruitment.

SEARCH WAIVERS IN JOBS AT CU



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