Department has vacant position.

Substantial change from position previously classified by Compensation? 
- YES
  - Department submits to Compensation for classification review.
  - Compensation reviews position.
  - Compensation approves position?
    - NO
      - Department submits job description to Control Unit to request review.
    - YES
      - Control Unit forwards position description to Compensation for review.
      - Compensation reviews position.
      - Compensation approves position?
        - NO
          - Department submits to Employment Svs. for posting.
        - YES
          - Employment Svs. posts position.
          - Employment Svs. screens applicants for basic qualifications.
          - Employment Svs. forwards suitable applicants to department.
          - Department further screens applicants.
          - Is selected candidate external or internal?
            - External: regular hiring process.
            - Internal
              - Is position MSP level?
                - NO
                  - Department submits to Employment Svs. for posting.
                - YES
                  - Employment Svs. posts position.
                  - Compensation notifies department.
                  - Department submits job description to Control Unit to request review.
                  - Control Unit approves request for MSP review?
                    - NO
                      - Department submits to Employment Svs. for posting.
                    - YES
                      - Employment Svs. screens applicants for basic qualifications.
                      - Employment Svs. forwards suitable applicants to department.
                      - Department further screens applicants.
                      - Is selected candidate external or internal?
                        - External: regular hiring process.
                        - Internal
                          - Promotion, lateral, or demotion?
                            - Promotion
                            - Lateral
                            - Demotion
  - NO
    - Department submits to Compensation for classification review.
    - Compensation reviews position.
    - Compensation approves position?
      - NO
        - Department submits to Employment Svs. for posting.
      - YES
        - Employment Svs. posts position.
        - Employment Svs. screens applicants for basic qualifications.
        - Employment Svs. forwards suitable applicants to department.
        - Department further screens applicants.
        - Is selected candidate external or internal?
          - External: regular hiring process.
          - Internal
            - Promotion, lateral, or demotion?
              - Promotion
              - Lateral
              - Demotion
  - END

NOTE: Print on LEGAL size paper.