Fill Existing Position Job Requisition and Hire (Existing PDQ previously reviewed by DAS-HRE)

External: NeoGov, PDQ
Workday



Job Requisition Hiring Manager initiates Hiring Process with HR Specialist (per internal agency process) HR Specialist creates
Job Requisition to
create authorization
to fill position

Position Costing
Partner (Agency
Finance) reviews/
updates Organization
Assignments¹

Authorized
Agency Approver
(Director,
Designee)
final approval

Recruiting

HR Specialist creates
Requisition in NEOGOV;
(includes posting
language & PDQ)

Pre-Employment Specialist posts the position After close,
Pre-Employment Specialist
qualifies applicants and
issues eligible list to agency

Hire

Agency selects candidate for hire and codes applicants in NEOGOV

HR Specialist initiates Hire

HR Partner adds Department level Approval DAS Pre-Audit Approval