New Position/Reclassification Job Requisition and Hire

External: NeoGov, PDQ
Workday



Create/Edit Position Hiring Manager submits New Position/Reclass PDQ to PDQ@iowa.gov for

DAS HR review.
Following OCIO review for applicable IT-related positions.

DAS reviews PDQ. Final determination sent to Hiring Manager Hiring
Manager
submits
finalized
PDQ to HR
Specialist

HR Specialist
(HRA) initiates
Create Position or
Edit Position
Restrictions; adds
Organization
Assignments;
attaches PDQ¹

HR Partner adds
Department level
Approval

DAS Classification Verification/ Approval

DOM Approval

Job Requisition HR Specialist creates Job Requisition to fill position Position Costing Partner
(Agency Finance)
reviews/updates Organization
Assignments²

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

¹⁻Additional agency documentation may also be uploaded (Ex: internal budget or approval forms).