### UMOR Process Map: New Staff Position Request

**Unit**
- Unit identifies need for possible new position
- Conduct unit assessment (see process narrative for details), contact UMOR HR to discuss
- Complete Position Description Form along with other supporting documents and submit to UMOR HR
- Provide additional information as requested
- Drafts and initiates communications with unit, ensures UMOR checklist is complete and filed in UMOR filing structure and can be accessed as needed for data complicity. Discusses posting process with unit. If position is not approved, discusses possible alternate solutions for completing work.
- Prepares and approves posting in e-Recruit, working with unit and keeping them informed of details

**UMOR HR Staff**
- Serves as first point of contact/resource for units and answers questions on appropriate titles, process steps, and required materials for formal requests.
- Assist with preparing Position Description Form and other materials, work with unit to ensure request is accurate and complete.
- Review request and ensure complete.
- UMOR HR Associate Director reviews request, considers equity, salary range, etc.

**UMOR Associate Director of HR**
- UMOR HR Associate Director approves or denies

**UMOR Leadership**
- UMOR Leadership consulted for budget, compliance, and approval
- Answers questions, reviews request, approves or denies position depending on title

**UHR**
- Processed according to established UMOR and UM process

**SSC**
- Position Posted

*Questions should be directed to UMOR HR: UMOR.HR.Team@umich.edu*

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