Cross Functional Flow: UNLV Recruiting; Classified New, Reclassified, or old NPD19 Search Process

**Campus**
- Sends Requisition & NPD19 (email)
- Checks the layoff list

**Recruiting**
- Posts position to NVAPPS & other
- Sends existing certified list (email)
- Screens each app for mqs updates status in NVAPPS
- Move qualified apps into level 2 (CNS)
- Administer exam (if applicable)
- Sends certified list (email)
- EEO/AA analysis (if applicable)
- Checks the layoff list & approves
- New hire paperwork produced (I9, w4, S/H, orientation) (IN)
- Offer produced collect ssn, start, supervisor (email)
- Checks the layoff list & approves
- Sends hiring recomms (email)
- Close search (NVAPPS)
- Sends notice of new or reclassified position
- Identifies if an NPD4 is necessary

**Budgets**
- Verifies information & approves funds (email)
- Updated approval if over budgeted position

**Systems**
- Verifies information & approves funds (email)
- Sends notice of new or reclassified position
- Nightly data dump from NVAPPS to consensus

**Comp**
- Verifies information & approves funds (email)
- Sends notice of new or reclassified position
- One to many apply for position

**Salary/Admin**
- One to many apply for position
- Produce and process new hire edoc in hrms

Acronyms: IN (ImageNow), CNS (Consensus), PDQ (position description questionnaire), VA (vacancy announcement), SC (search committee), PC (position control), nvapps (state of nevada application systems)