Workshop Sessions:

PD Creation and Approval
You will learn how to create a PD, Copy a PD, and go through the approval process.

- Session 1: 3/21 from 8:00 am - 10:00 am (301 Rasmuson Library)
- Session 2: 3/22 from 3:30 pm - 5:00 pm (301 Rasmuson Library)
- Session 3: 3/23 from 3:30 pm - 5:00 pm (301 Rasmuson Library)

Recruitment and Hire Process
You will learn how to create a requisition from a PD and complete the entire hire process.

- Session 1: 3/21 from 12:00 pm - 5:00 pm (301 Rasmuson Library)
- Session 2: 3/22 from 8:00 am - 12:00 pm (301 Rasmuson Library)
- Session 2: 3/23 from 8:00 am - 12:00 pm (301 Rasmuson Library)

PD Creation, Recruitment and Hire process
These sessions are a combination of the two above. You will learn how to create a PD, Copy a PD, and go through the approval process. Then, you will learn how to create a requisition from a PD and complete the entire hire process.

- Session 1: 3/24 from 8:00 am - 12:00 pm (CTC Room 312)
- Session 2: 3/24 from 1:00 pm - 5:00 pm (CTC Room 312)
- Session 3: 3/25 from 8:00 am - 12:00 pm (301 Rasmuson Library)
- Session 4: 3/25 from 1:00 pm - 5:00 pm (301 Rasmuson Library)