**Staff Position Classification**

**PROCESS CHECKLIST**

* SNS Personnel prepares job description (JD) in JDXpert, and save a copy of downloaded JD in Box
* Supervisor reviews copy of downloaded JD; make edits as necessary in JDX (ensure final version is saved in Box)
* Supervisor completes SPAR form
* SNS Personnel obtains funding approval
* SNS Personnel prepares Org Chart (for faculty staff recruitments, they will prepare this and provide to SNS Personnel)
* SNS Personnel submits Classification eDoc request
* SNS Personnel completes classification DocuSign document and submits for approval
	+ Supervisor approves
	+ Dean approves
	+ HR Compensation approves
* SNS Personnel places copy of approved classification eDoc and approved JD into Box
* The next step is to submit the JD for recruitment: refer to the **Staff Position Recruitment Instructions**