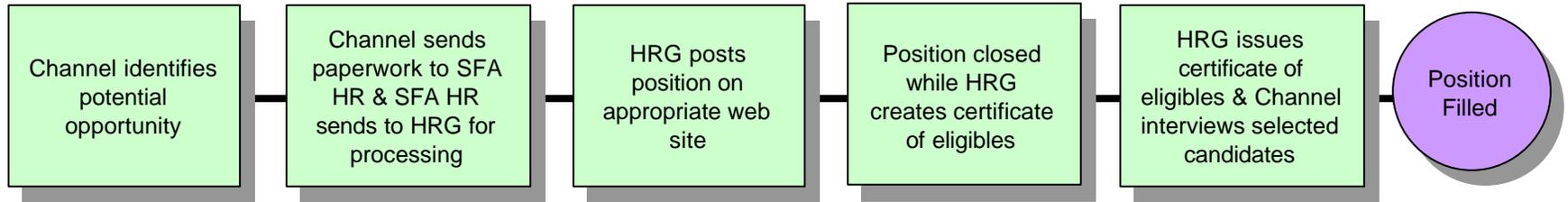


Proposed Process For Utilizing & Updating the Opportunities List



Status:	Future Need	Submitted to HRG	Position Posted	Posting Closed	Cert Issued
*Avg. Time Elapsed:	TBD	2 weeks – 1month	2 weeks – 1month	Internal Posting: 1 month All Sources: 3 months	Internal Posting: 1 month All Sources: 3 months
Trigger to Update Opportunities List:	Manager notifies EDC of potential opening and/or EDC requests staffing update	HR sends copy of paperwork to EDC	HR lists vacancy in SFA Wave II announcement email	Close date noted on posting	HR sends Pending Actions update
Description of Position:	Preliminary info captured using template & placed in opportunities binder	Official PD and KSAs replace template in opportunities binder	Vacancy announcement added to opportunities binder	N/A	N/A
Counseling Opportunity:	Help Employee select training based on potential demand	Identify opportunities and prepare employee to apply	Employee applies for position using standard process	None <i>(EDC can only update employee on status)</i>	None <i>(EDC can only update employee on status)</i>

* Upon SFA HR receiving completed paperwork from Channels, (PD, KSAs, Crediting Plan, etc..) process to fill position can take a minimum of 3 months and a maximum of 8 months depending upon area of consideration (Internal v. All Sources) which is determined by channel.