

Schedule for Updating Opportunities List

Beginning of the Month:

- Human Resources sends ***Pending Action Report***, which lists the status of all open positions within SFA.
- Use report to determine which positions should be added to list as “**Submitted to HRG**” or should be updated to “**Cert Issued**” status.

Tuesdays and Fridays:

- HR emails ***Wave II Announcements***, which list all open positions, to all SFA staff.
- Use report to update status of positions to “**Posted**” or “**Posting Closed**”.

Ongoing Basis:

- HR forwards the information on future open positions as they are identified.
- These “**Future Needs**” are added to the list.

Monthly Update Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Pending Action</i>	2 <i>Wave II</i>	3
4	5	6 <i>Wave II</i>	7	8	9 <i>Wave II</i>	10
11	12	13 <i>Wave II</i>	14	15	16 <i>Wave II</i>	17
18	19	20 <i>Wave II</i>	21	22	23 <i>Wave II</i>	24
25	26	27 <i>Wave II</i>	28			