# HRS Exception for Staff Position
# Classification Review Process

1. Department completes the HRS Exception for Position Classification Qualtrics form and includes their Dean/Fiscal officers approval.
2. Once submitted, the email will be delivered the HRS Requisitions inbox.
   a. Recruit team will review form for completeness
      i. If the form is incomplete, recruit team will respond to the person submitting the form with incomplete template email
   b. If the form is complete, Recruit team will send the response template email stating that the submission has been received.
   c. Recruit team will forward the email showing the request and attachments to Patty for review.
3. If the request has been approved, Patty will send the notification of approval back to the Recruit team.
   a. Recruit team will email the department and the HRP with the approval notification template that they can move forward with submitting the PCQ.
   b. If the exception is denied, Patty will communicate with the department/HRP and discuss any questions they may have.
4. Recruit team will save email as PDF in a Complete/Approved folder to be uploaded to Imaging.
5. Department will then submit the PCQ to be reviewed
   a. Recruit team will assign a new position if necessary and will add the PCQ to the HRS Database.
   b. The PCQ will be forwarded for classification to the HRP to review.
   c. Once classification is completed, the HRP will communicate with the department and the Recruit team.
      i. If positions needs to be posted, the department will still need submit the Exception to Hiring Restrictions Form, but will have a question about classification approval that allows them to bypass most of the questions. (This is being done for tracking purposes.)
6. Once exception form has been submitted, the recruit team will send the approval email that they can submit the posting of the new position or the ePAF for a reclass.
   a. Department will need to include the approval email as an attachment to the ePAF for CAPS to know it was approved.