JDX & iCIMS DECISION TREE

Start here

Do you have a position number?

YES

Are you requesting a reclassification?

NO

Do you need to post a job?

YES

Does the position have a JD in iCIMS and is up-to-date?

NO

YES

NO

NO

YES

Go to JdXpert

jdXpert

Create a JD with a new position

Reclass a position

Update a JD for a position

(See JdXpert decision tree for more detail)

Created/Updated JD is sent to iCIMS daily at 7:30 AM

Go to iCIMS and start a requisition
(See iCIMS training for more detail)
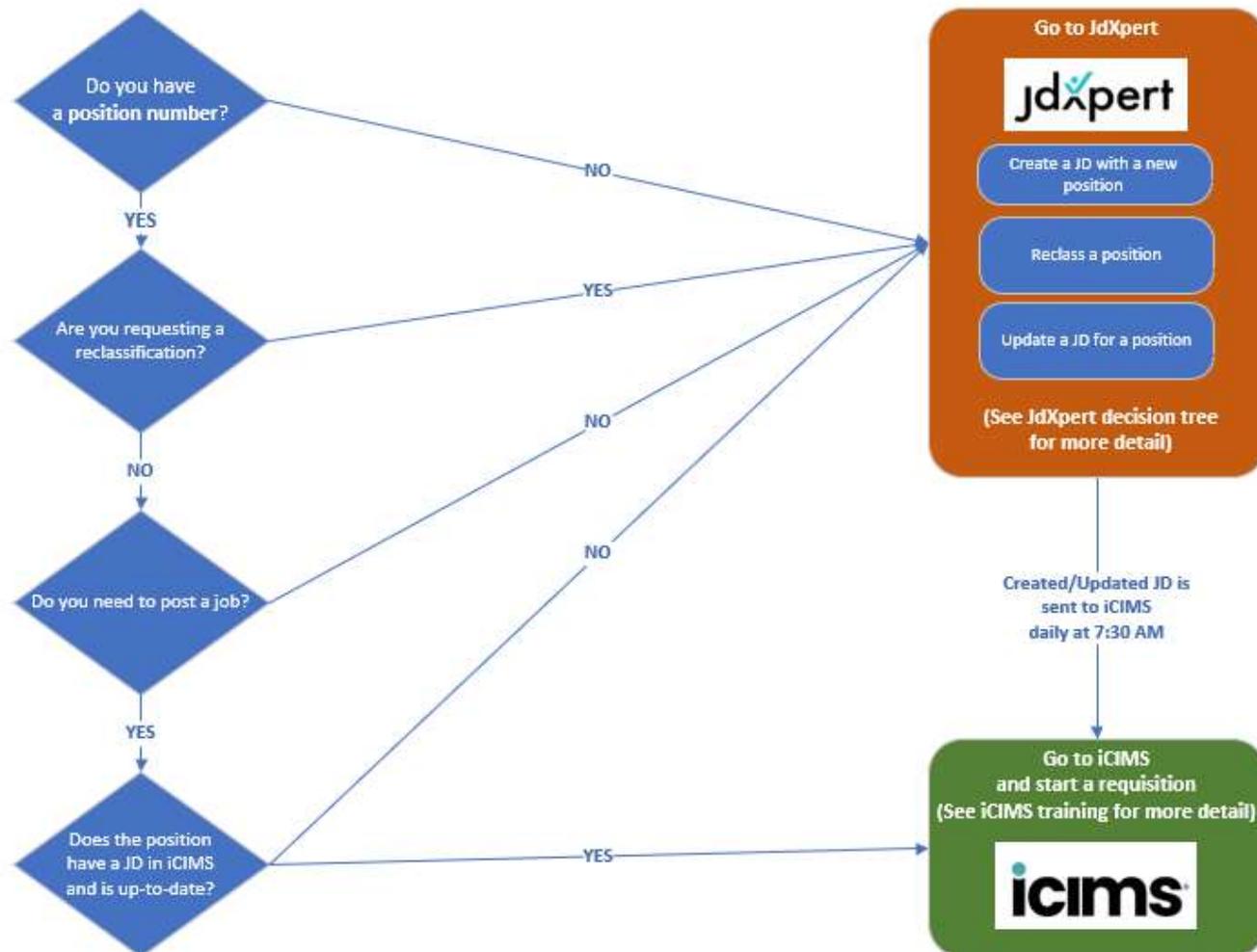
iCIMS

JDX & iCIMS DECISION TREE

(Only proceed if you have step through the JDX & iCIMS Decision Tree Diagram)

Start Here

Does the JD exists in JDxPert? (Check using Position Num)

NO → Go to 'Add JD to JDX' — Add JD to JDX

YES → Go to 'Update JD in JDX' — Update JD in JDX

Select Workflow →

Workflows

1. All Campus MSP or Centralized PSS Workflow

2. Decentralized Campus PSS Workflow

3. JD Update Only Workflow

Select Action Requested →

Action Requested

1. Create New Job Description (MSP/PSS)

2. Replacement with changes (PSS)

3. Replacement without changes (PSS)

4. Replacement of MSP title

5. Reclassification (this include reclassification for a job posting)

6. Update JD