Procedure Title: This is the Procedure Title

# Associated Policy: 00.000 Policy Title

## Procedure Purpose

The following procedures outline the classification, details, and process for [purpose of the policy] with the University of North Texas (E.g., “*The following procedures outline the classification, details, and process for enrolled students seeking student employment with the University of North Texas*”).

## Procedure Process

### [First Preparatory Activity]

* 1. [Precise detail on **what** the first step is, **who** performs the first step, and **how** that first step is executed.]
     1. [Add an additional detail that is necessary for completing step 1.]
     2. [Add an additional detail that is necessary for completing step 1.]
     3. [These bullets should be used to improve readability.]
  2. [Precise detail on **what** the second step is, **who** performs this step, and **how** this step is executed.]
     1. [Add an additional detail that is necessary for completing step 1.]
     2. [Add an additional detail that is necessary for completing step 1.]
  3. [etc…]

### [Second Activity]

1. [Precise detail on **what** the first step is, **who** performs the first step, and **how** that first step is executed.]
   * 1. [Add an additional detail that is necessary for completing step 1.]
     2. [Add an additional detail that is necessary for completing step 1.]
     3. [These bullets should be used to improve readability.]
2. [Precise detail on **what** the second step is, **who** performs this step, and **how** this step is executed.]
3. [etc…]

### [Third Activity]

1. [Precise detail on **what** the first step is, **who** performs the first step, and **how** that first step is executed.]
2. [Add an additional detail that is necessary for completing step 1.]
3. [Add an additional detail that is necessary for completing step 1.]
4. [These bullets should be used to improve readability.]
5. [Precise detail on **what** the second step is, **who** performs this step, and **how** this step is executed.]
6. [etc…]

## Revision History

|  |  |
| --- | --- |
| Policy Contact: | [Job Title - Ensure Unit is Listed on Current Campus Org Chart] |
| Date: | [Today’s Date in MM/DD/YYYY format] |
| Dept(s) Involved: | [Campus Departments and/or Divisions] |
| Revision(s): | [MM/DD/YYYY, MM/DD/YYYY] |