

## Understanding RASCI

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### [Understanding RASCI](#)

Processes have a **RASCI** tab that shows the Roles and Positions involved in the Process.

When populating the steps for a process, you can select what roles or positions are interacting with the step.

The screenshot shows a configuration form for a step in a process. The form is titled 'STEP / DECISION' and includes the following fields:













- Type:** A radio button is selected for 'Step (where an action/work is performed)'.
- Name:** A text input field containing 'Request evaluation'.
- Description:** A text area containing the text: 'The Business Unit Manager will need to request evaluation. a) Complete the [evaluation request form](#). [LINK] b) Trim to container [Trim container #] c) Select action [Trim action name]'.
- Performed by:** A dropdown menu showing 'Business Unit Manager' and a 'Select' button.
- Interacting with:** A list of roles and their interaction types, highlighted with a red box. The list includes:
  - Business Unit Manager (Consulted)
  - Hiring Manager (Supported)An 'Add' button is located below the list.

Select if they are being Consulted, Informed, or Supported within this step.

Select who is interacting with this step (when this step is performed)

Role name

filter role names to text entered here

-  All Staff
-  Business Unit Director
-  Business Unit Officer
-  Candidate
-  Evaluation Panel Member
-  Hiring Manager
-  New Staff Member
-  People and Culture Business Partner
-  People and Culture Officer
-  Surveyor **Draft**
-  System Prompts
-  System User

12 items

How they are interacted with:

Consulted

Consulted

Informed

Supported

You can view the list of all the roles and positions involved in the process from the **RASCI** tab.

Position Evaluation Draft v2 Finish All Editing

Step-by-step All Steps Map **RASCI** Relevant Policies Version

Shows the Roles involved in executing this Process and how they are involved

Step	Business Unit Director	Business Unit Manager	Evaluation Panel Me...	Hiring Manager	People and Culture B...	People and Culture Of...
1 Request evaluation		R / C		S		
2 Confirm evaluation prerequisites	C	R		I	C	C
3 Review and approve evaluation request	R					
4 Validate evaluation request					R	
5 Complete evaluation			R			
6 Action the evaluation result					R	
7 Action the evaluation result					R	
8 Accept action		R				

R Responsible  
 A Accountable  
 S Supported  
 C Consulted  
 I Informed

The different involvements are determined by the following:

**R (Responsible)**

Role will have the **R** notation for a step if it is assigned for 'Performed by'

**A (Accountable)**

Position will have **A** notation for a step if it was assigned as responsible to this Process with the responsibility type of '**Accountable**'.

**S (Supported)**

Role will have the **S** notation for a step if it is assigned as 'Interacting with' with the interaction type of '**Supported**'

**C (Consulted)**

Role will have the **C** notation for a step if it is assigned as 'Interacting with' with the interaction type of '**Consulted**'

**I (Informed)**

Role will have the **I** notation for a step if it is assigned as 'Interacting with' with the interaction type of '**Informed**'