

# Staff Hiring Proposal

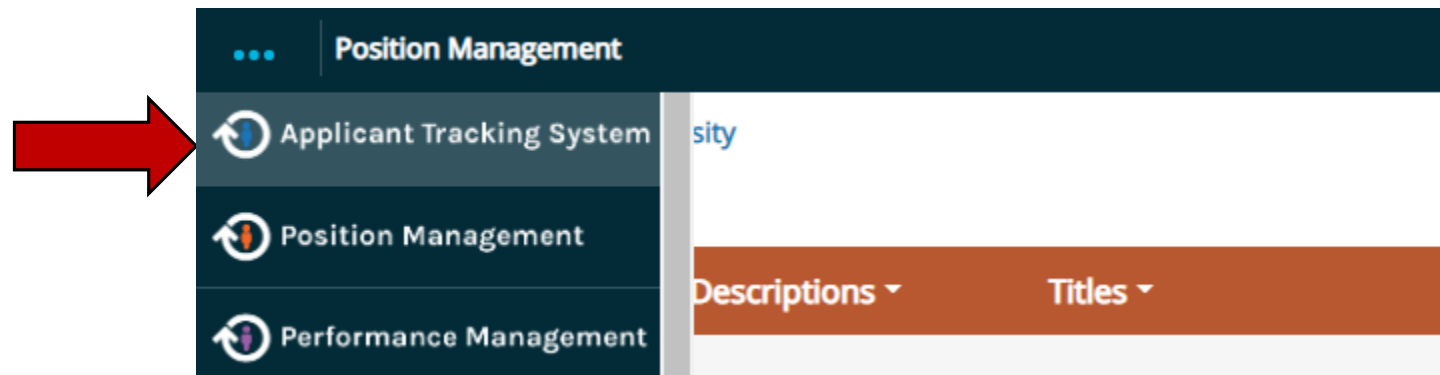
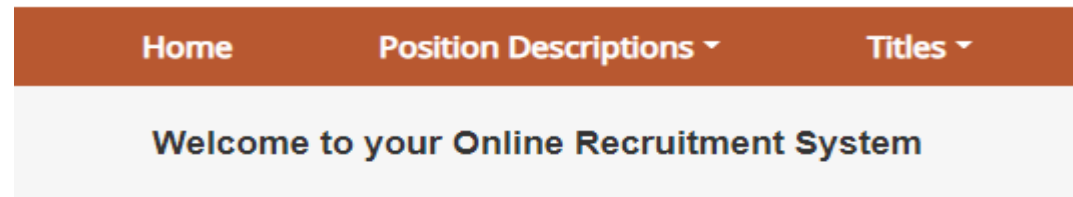
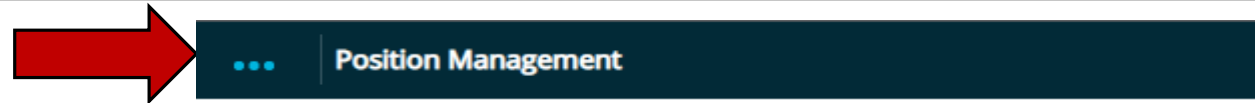
---

OFFICE OF HUMAN RESOURCES

# After Signing in to PeopleAdmin, make sure your user group is Hiring Manager

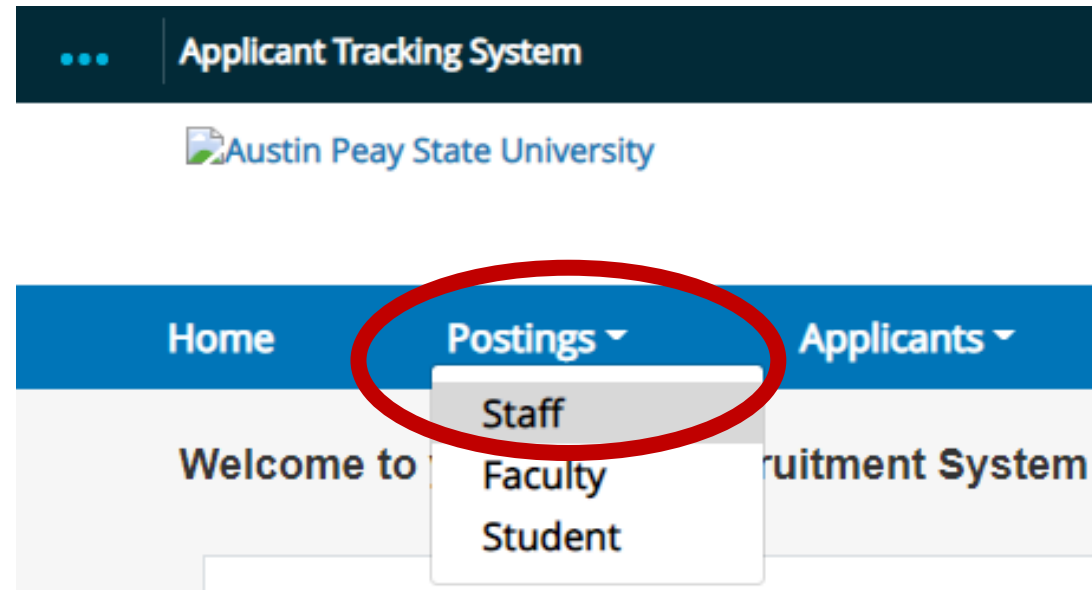
The screenshot displays the PeopleAdmin interface. At the top, a dark blue header contains the text "Position Management" on the left and "Welcome, Anthony Roark" followed by a "logout" link on the right. Below the header, the Austin Peay State University logo is visible. A navigation bar with a brown background includes "Home", "Position Descriptions", and "Titles". The main content area starts with the text "Welcome to your Online Recruitment System". Below this, there is a row of navigation tabs: "Inbox", "Postings", "Users 80", "Hiring Proposals 7", "Actions 6", and "Special Handling Lists". On the right side, a box displays "24 Filled Postings Last 30 days". A red circle highlights a dropdown menu labeled "User Group:" which is open, showing a list of options: "Human Resources", "Dean/Executive Director", "Employee", "Hiring Manager" (highlighted in blue), "Human Resources", "Search Chair", and "Search Committee".

Select the three blue dots in the upper left corner and then select Applicant Tracking



# In the blue bar select Postings, then Staff

---



You should now see the postings in your area. Select the posting with the candidate you would like to hire by clicking the position title.

Home Postings ▾ Applicants ▾ Hiring Proposals ▾

Postings / Staff ☆

## Staff Postings


Saved Searches ▾  Search [More Search Options ▾](#)

Staff Postings ✕


"Staff Postings" 1231 ✕ Delete this search? Selected records 0 ✕ Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 ... 41 42 Next →

| <input type="checkbox"/> | Working Title                                    | Department      | Active Applications | Workflow State |
|--------------------------|--|-----------------|---------------------|----------------|
| <input type="checkbox"/> | <a href="#">Director of PeopleAdmin Training</a> | Test Department | 1                   | Posted         |





# Select the Applicants tab and then click on the name of the individual you would like to hire





 **Posting: Director of PeopleAdmin Training (Staff)**  
Current Status: Posted

Position Type: Staff | Created by: Anthony Roark  
Department: Test Department | Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals

Saved Searches 

Documents 

"Documents"   Delete this search? Selected records   Clear selection?

| <input type="checkbox"/> | Full Name                      | Workflow State (Internal)                   |
|--------------------------|--------------------------------|---|
| <input type="checkbox"/> | <a href="#">Roark, Anthony</a> | Under Review by Department/Search Committee |

# Select Take Action on Job Application and select Recommend for Hire



## Job application:

Current Status: Approved for In Person Interview  
Application form: Application

Full name: Anthony Roark  
Address:

Created by: Anthony Roark  
Owner: Hiring Manager

### Take Action On Job Application ▾

Keep working on this Job application

#### WORKFLOW ACTIONS

Not Selected (move to Not Hired)

Recommend for Hire (move to Recommend for Hire)



# In the application, you will now have the option to Start Hiring Proposal

---

## Job application:

Current Status: Recommend for Hire  
Application form: Application

Full name: Anthony Roark  
Address:

Created by: Anthony Roark  
Owner: Human Resources

- ★ View Posting Applied To
- ★ Preview Application
- + Start Hiring Proposal





# Click the Select Position Description button

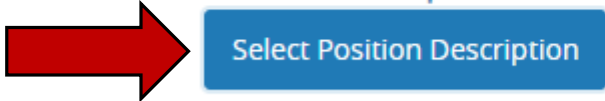
Home   Postings ▾   Hiring Proposals ▾

Postings / ... / Applicant Review / Anthony Roark (Recommend for Hire) / New Hiring Proc

## Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Director of PeopleAdmin Training



To change the Position Description connected to this Hiring Proposal, please select an alterna

## Position Descriptions

On the Hiring Proposal tab, select Save & Continue.  
Information on this page will be entered further down  
the workflow

---

Editing Hiring Proposal

- Hiring Proposal
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal

[Check spelling](#)

Candidate Information

|            |         |
|------------|---------|
| First Name | Anthony |
| Last Name  | Roark   |

Position Information

|                |                                  |
|----------------|----------------------------------|
| Position Title | Director of PeopleAdmin Training |
|----------------|----------------------------------|

Save Save & Continue

# Upload your Interview Notes and Reference Checks and the continue

- Editing Hiring Proposal
  - ✓ Hiring Proposal
  - ✓ Hiring Proposal Documents
  - Hiring Proposal Summary

## Hiring Proposal Documents

Save

<< Prev

Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

| Document Type    | Name | Status | (Actions) |
|------------------|------|--------|-----------|
| Interview Notes  |      |        | Actions ▾ |
| Reference Checks |      |        | Actions ▾ |

# Send to the next step in the workflow

---



## Hiring Proposal: Anthony Roark (Staff)

Current Status: Draft

Position Type: Staff

Department: Test Department

Applicant: Anthony Roark

Posting: Director of PeopleAdmin Training

Position Description: Director of

Created by: Anthony Roark

Owner: Anthony Roark

### Take Action On Hiring Proposal ▾

Keep working on this Hiring Proposal

#### WORKFLOW ACTIONS

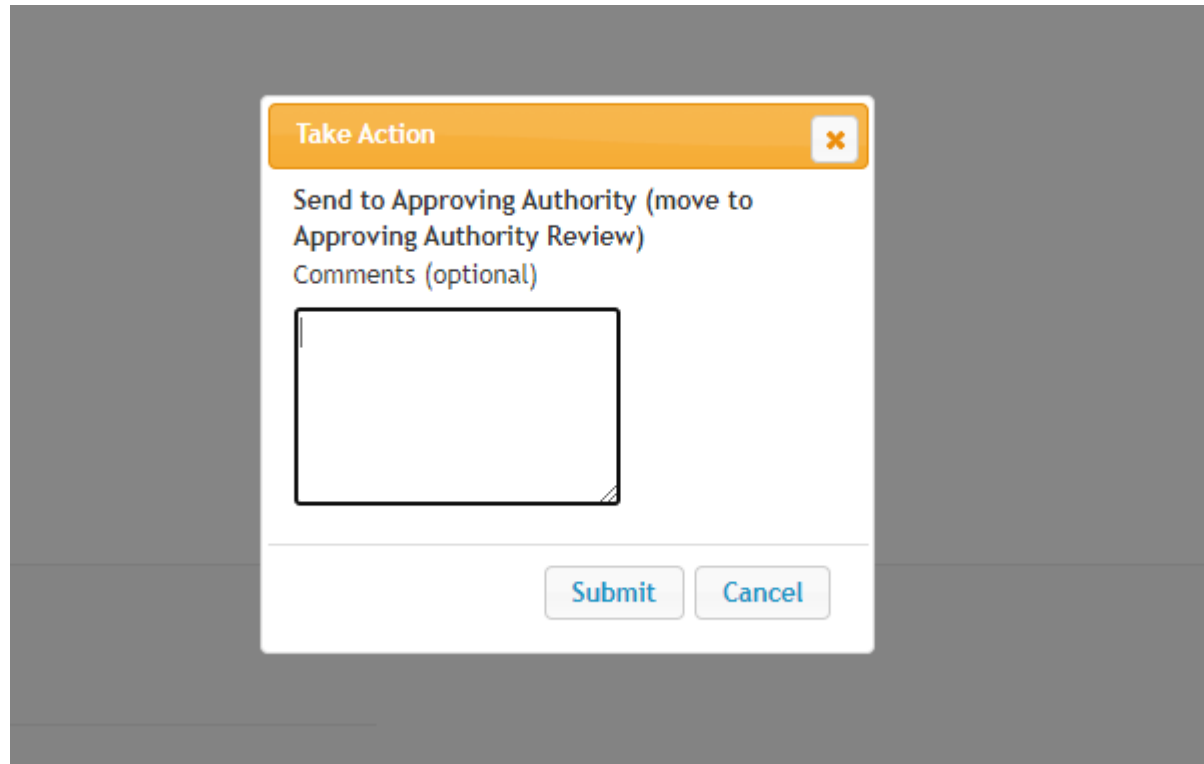
Canceled (move to Canceled)

OEAI Review (move to OEAI Review)



# Enter a comment (if needed) and Submit

---



The image shows a 'Take Action' dialog box with a white background and a grey border. The title bar is orange and contains the text 'Take Action' and a close button (an orange 'x' in a white square). Below the title bar, the text reads 'Send to Approving Authority (move to Approving Authority Review)' and 'Comments (optional)'. There is a large, empty rectangular text input field. At the bottom of the dialog box, there are two buttons: 'Submit' and 'Cancel', both with blue text and light blue borders.

Once OEAI has reviewed, the workflow will return to the Hiring Manager to extend the offer to the candidate

## Staff Hiring Proposals

Saved Searches ▾

Search

Q More Search Options ▾

Hiring Proposals ✕

"Hiring Proposals" 1218

← Previous **1** 2 3 4 5 6 7 8 9 ... 40 41 Next →

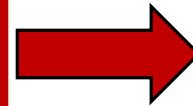
| <input type="checkbox"/> | Position Title                                   | First Name | Last Name | Department      | Hiring Proposal Workflow State |
|--------------------------|--|------------|-----------|-----------------|--------------------------------|
| <input type="checkbox"/> | <a href="#">Director of PeopleAdmin Training</a> | Anthony    | Roark     | Test Department | Hiring Manager Extends Offer   |



# Complete the relevant fields

## Position Information

|                          |   |
|--------------------------|---|
| Position Title           | Director of PeopleAdmin Training                                      |
| Position Number          | 451000  |
| FOAP                     | <input type="text" value="110001-42307-61600-400"/>                   |
| Position Amount Budgeted | \$50,000  |
| Pay Rate                 | Salary is competitive and commensurate with experience and education. |
| Internal Pay Rate        | \$40,000 - \$60,000   |



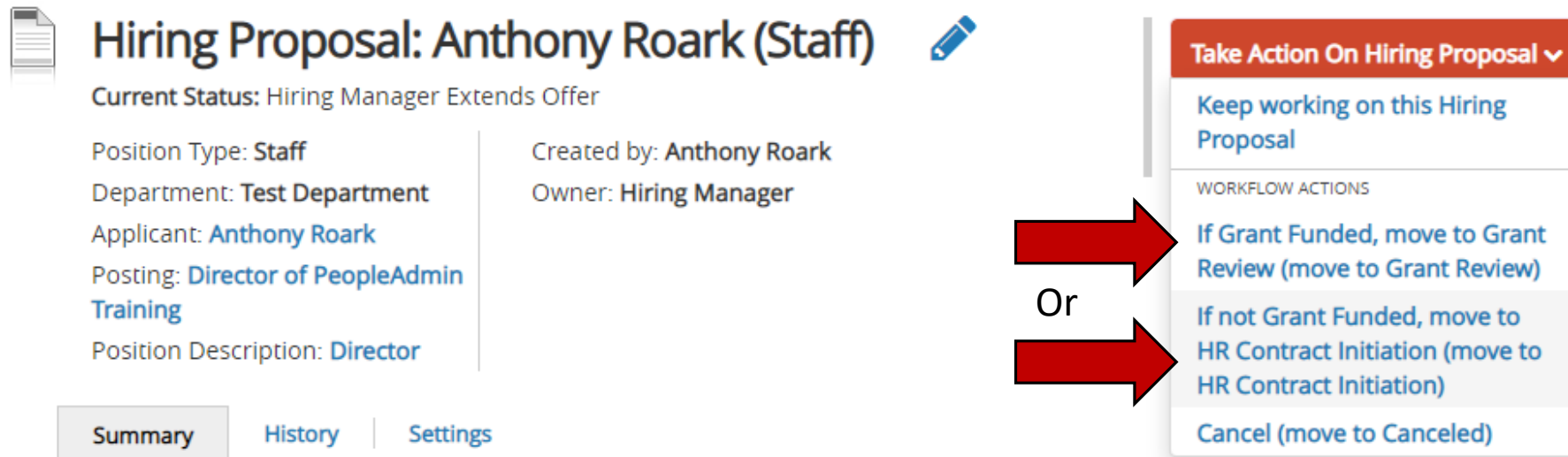
The pay range and budgeted amount for the position will be listed. If the pay range was not advertised, you will see it in the “Internal Pay Rate” field.


## Hiring Proposal

|                             |   |
|-----------------------------|---|
| PeopleAdmin Action Number   | HP1232Staff   |
| Start Date                  | <input type="text" value="MM/DD/YYYY"/>   |
| Recommended Starting Salary | <input type="text"/><br><small>If the recommended starting salary exceeds the salary range or the budgeted amount, an email approval from the VP must be sent to Human Resources before the contract will be initiated.</small> |
| Moving Allowance            | <input type="text"/>  |
| Moving Allowance FOAP       | <input type="text"/>  |
| Diversity Funds             | <input type="text"/>  |
| Diversity Funds FOAP        | <input type="text"/>  |

The starting salary should normally be within the range and budgeted amount, however if it exceeds either the range or the budget, then HR needs VP approval before a contract will be issued.

# Send to the next step in the workflow



**Hiring Proposal: Anthony Roark (Staff)** 

**Current Status:** Hiring Manager Extends Offer

Position Type: **Staff**  
Department: **Test Department**  
Applicant: **Anthony Roark**  
Posting: **Director of PeopleAdmin Training**  
Position Description: **Director**

Created by: **Anthony Roark**  
Owner: **Hiring Manager**

**Take Action On Hiring Proposal** ▾

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- If Grant Funded, move to Grant Review (move to Grant Review)
- If not Grant Funded, move to HR Contract Initiation (move to HR Contract Initiation)
- Cancel (move to Canceled)

Summary | History | Settings

Or



# Tracking the Hiring Proposal

---

Select Hiring Proposals and Staff. You can see where the Hiring Proposal is in the workflow via the Hiring Proposal Workflow State

The screenshot shows a web application interface with a blue navigation bar at the top. The navigation bar contains 'Home', 'Postings', and 'Hiring Proposals'. A red arrow points to the 'Hiring Proposals' dropdown menu, which is open and shows 'Staff', 'Faculty', and 'Student' options. Below the navigation bar, the breadcrumb 'Hiring Proposals / Staff' is visible. The main heading is 'Staff Hiring Proposals'. Below this, there is a search bar with a 'Search' button and a 'Hide Search Options' button. A 'Saved Searches' dropdown is also present. Below the search bar, there are two input fields: 'Add Column:' with a dropdown menu showing 'Add Column', and 'Hiring Proposal Workflow State Name:' with a text input field containing 'Hiring Proposal Workflow State Name'. At the bottom, there is a table with the following data:

| <input type="checkbox"/> | Position Title                   | First Name | Last Name | Department      | Hiring Proposal Workflow State |
|--------------------------|----------------------------------|------------|-----------|-----------------|--------------------------------|
| <input type="checkbox"/> | Director of PeopleAdmin Training | Anthony    | Roark     | Test Department | Approving Authority Review     |

A red arrow points to the 'Hiring Proposal Workflow State' column header in the table.