# Staff Hiring Proposal
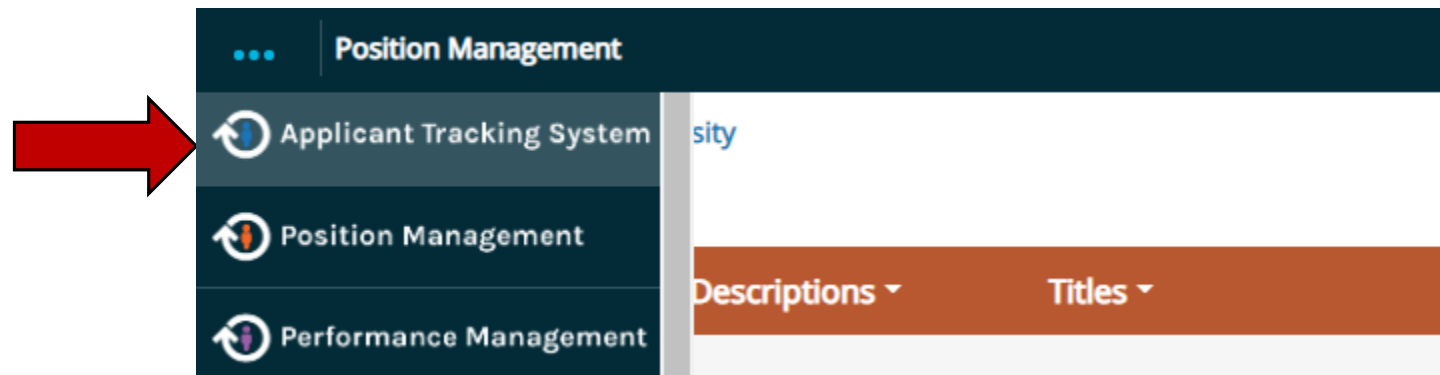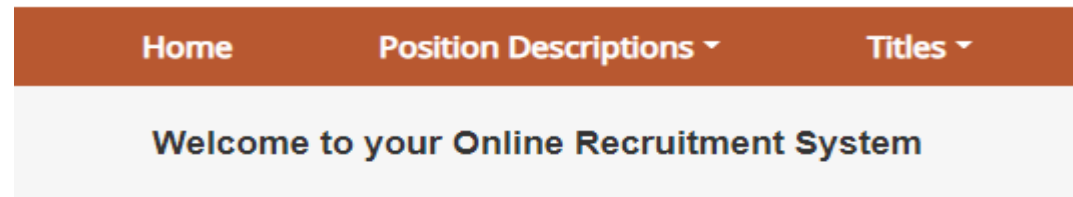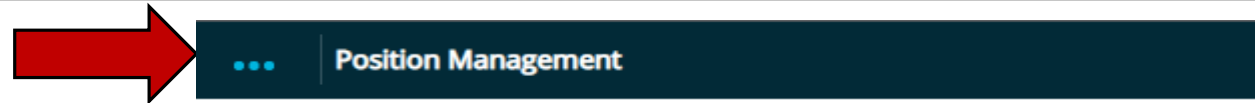
OFFICE OF HUMAN RESOURCES

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

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

# In the blue bar select Postings, then Staff
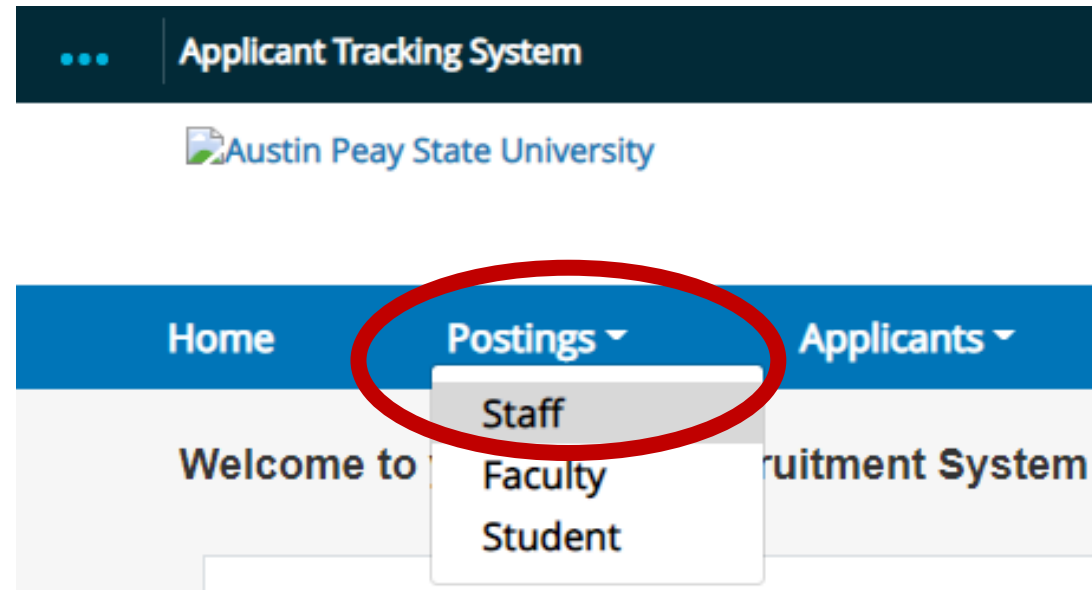
You should now see the postings in your area. Select the posting with the candidate you would like to hire by clicking the position title.

# 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
Department: Test Department

Created by: Anthony Roark
Owner: Human Resources

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

Saved Searches ▾

Documents ✖

"Documents" 1  ✖ Delete this search?  Selected records 0  ✖ Clear selection?

☐ | Full Name | Workflow State (Internal)

Roark, Anthony | Under Review by Department/Search Committee

# Select Take Action on Job Application and select 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

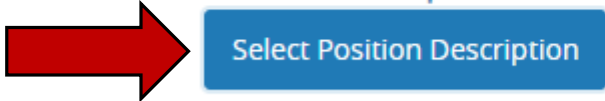# Click the Select Position Description button

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

# 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

# Enter a comment (if needed) and Submit

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

# Complete the relevant fields

**Position Information**

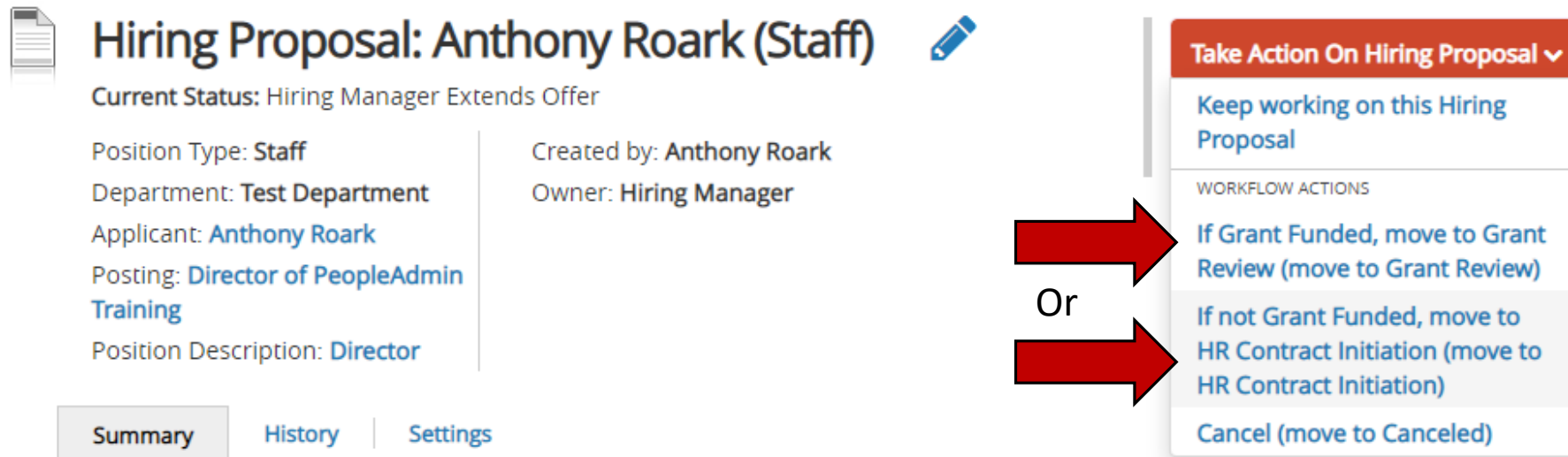| | |
|---|---|
| **Position Title** | Director of PeopleAdmin Training |
| **Position Number** | 451000 |
| **FOAP** | 110001-42307-61600-400 |
| **Position Amount Budgeted** | $50,000 |
| **Pay Rate** | Salary is competitive and commensurate with experience and education. |
| **Internal Pay Rate** | $40,000 - $60,000 |
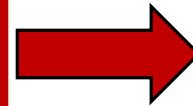
The pay range and budgeted amount for the position will be listed. If the pay range was not advertised, you will see it in the "Internal Pay Rate" field.

**Hiring Proposal**

| | |
|---|---|
| **PeopleAdmin Action Number** | HP1232Staff |
| **Start Date** | MM/DD/YYYY |
| **Recommended Starting Salary** | |

*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.*

| | |
|---|---|
| **Moving Allowance** | |
| **Moving Allowance FOAP** | |
| **Diversity Funds** | |
| **Diversity Funds FOAP** | |

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

# 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