How Do I? Complete a Hiring Proposal for an Unclassified Employee or Faculty Member

PeopleAdmin

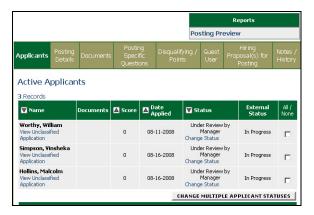
1. Login to the PeopleAdmin System with your W# and university password.

Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings.



Click View below the desired official job code to access the position details.

The Applicants tab is highlighted to show you the tab you are currently working on. Beneath the tabs is a list of applicants who have applied for the position.



3. To start the Hiring Proposal, click the **Status Change** link below the status of the candidate you wish to hire. *The Change Applicant Status page will display.*



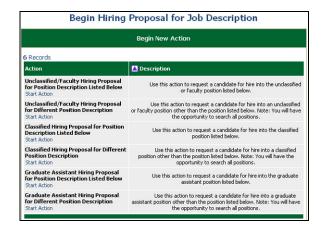
- Select Recommend for Hire from the dropdown menu in the Status column.
- Click the Continue to Confirm Page button.
 The Change Applicant Status page will display with the status of the applicant listed as Recommended for Hire.

6. Click the **Save Status Changes** button.

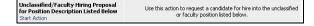
A Begin Hiring Proposal link will display below the status of the applicant.



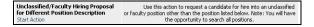
 Click the Begin Hiring Proposal link.
 The Begin Hiring Proposal for Job Description page will display.



Note: From this page you have two options. You can create a Hiring Proposal for Position listed below, or Hiring Proposal for Different Position Description. Both of these options are available for Unclassified/Faculty, Classified, and Graduate Assistant positions.



You will select Hiring Proposal for Position Description Below to hire the applicant selected directly into the position description you see at the bottom of the page. This option is used when you are hiring only one person for one position.



You will select Hiring Proposal for Different Position Description if you have one posting but more than one open position. You can hire applicants from the single posting into the open position descriptions. If you have any questions about which option you should select, contact Human Resources at X-5496.

8. To continue the hiring proposal for the position listed below, select the **Start Action** link under the appropriate hiring proposal for job description option. A Create Unclassified/Faculty Hiring Proposal form displays. There are several tabs across the top of the form. The Hiring Proposal tab is highlighted.



- Complete the necessary fields on the hiring proposal tab.
- 10. Click the **Continue to Next Page** button. *The Salary Distribution tab is highlighted.*
- 11. Click the Add New Entry button and select the budget number from the dropdown list. Next, type the percent of salary that will be charged to this budget in the % Split section. If only one budget number is charged for this position, you will enter 100% Note: Click Add New Entry again to add additional budget numbers.
- 12. Click the **Continue to Next Page** button. The Faculty Appointment Only tab is highlighted.
- 13. If you are hiring a faculty member, complete the necessary information on this page. If you are hiring an unclassified staff employee, click the Continue to Next Page button.

The Course Assignments tab is highlighted.

14. If you are hiring a faculty member, complete the necessary information on this page. If you are hiring an unclassified staff employee, click the Continue to Next Page button.

The Sponsored Research/Grants tab is highlighted.

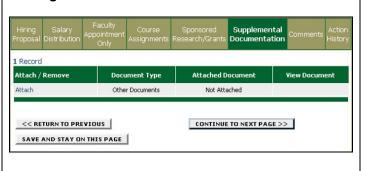
15. If the position is grant-funded, complete the necessary information on this page by clicking the **Add New Entry** button.

Note: Click **Add New Entry** again to add additional grant information if funded by multiple grants.

If the position is not a grant-funded position, click the Continue to Next Page button.

The Supplemental Documentation tab is highlighted.

17. Use this page to attach any documents you would like to be part of the hiring record. If you do not have any documents to attach, click the Continue to Next Page button.



- 18. To attach a document, select **Attach** from the Attach / Remove field of the document type to be attached. You will have the option to select a **Browse** button to locate the desired file for uploading or a text box in which to paste the document. Once you have used the desired option, click the **Attach** button. You will be returned to the main Supplemental Documentation page. **Note:** There is a 2MB limit on the file size to be scanned and attached.
- 19. Click the **Confirm** button to attach the document. You will now have the option to view the document you have attached by selecting **View** from the View Document field. Your document displays in .pdf format. Note: Only one file can be attached, so all documents will need to be scanned into one file before being uploaded.
- 20. When you are done, click the **Continue to Next Page** button.

The Comments tab is highlighted.

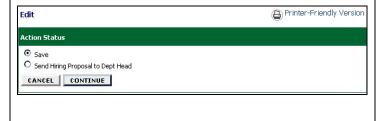
- 21. If desired, complete the Hiring Manager's Comments field by keying in information the hiring manager feels the next level approver needs to know.

 Make sure to include the date you made the comment and your name or initials. This will help the next level reviewer identify who made these comments when reviewing the summary.
- 22. Click the **Continue to Next Page** button.

 The Action History tab is now highlighted. This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.
- 23. Click the **Continue to Next Page** button.

 The completed Hiring Proposal summary form will display.
- 24. Review the information on the form to ensure its accuracy.

If you see something incorrect, you can select **Edit** at the top of the page to return to the Hiring Proposal tab, from which you can select the tab containing the information you need to edit. You can also print the form if desired using the Printer-Friendly link at the top of the page.



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25.	If the form is incomplete, select the radio button next to Save Hiring Proposal Without Submitting and click the Continue button to return to it later with additional information. Note: If you return to the hiring proposal and want to save it again, your option will just be "Save." This is not an error and does continue to save the action without submitting forward for review/approval.									
26.	When the hiring proposal is complete, select the radio button next to Send Hiring Proposal to Dept Head and click the Continue button and then the Confirm button. You will get a message that the Action has been successfully changed to Sent to Dept Head. The department head will receive an e-mail message advising him or her that action needs taken on the position request. Note: If this action was created by a department head, he or she will select the radio button next to Send to Dean/Director.									