*When a candidate has been selected for a job posting, a hiring proposal is completed, which seats the*

employee into that position in PeopleAdmin. The automated Hiring Proposal also gathers information to

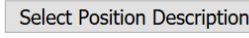*automatically send to the HR record system (Banner).*

Starting the Automated Hiring Proposal:

1. Log in to PeopleAdmin, select a user role, and navigate to Applicant tracking.

2. Click the Postings tab, and find the appropriate Job Posting. See the

    Navigation and Search Manual for details about searching.

3. Select View Applicants from the Action Menu for the Posting.

4. Select the appropriate candidate and move them to the workflow step "Recommended

    for Hire – Hiring Proposal," or find the candidate in the list who is already at that

    workflow state and select View Application from the Actions menu.
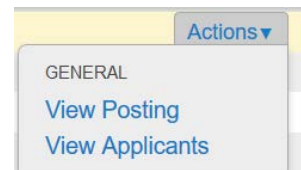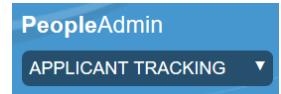
5. On the Job Application page, click Start Hiring Proposal - Automated .

Completing the Automated Hiring Proposal:

1. Choose the Position Description for the job.

    a. To use the Position Description already associated with the Job Posting, scroll to the bottom of the page and click `Select Position Description` .

    b. To select different Position Description, find it in the list, click the radio button ○ next to the position, then scroll to the bottom of the page and click `Select Position Description` .

2. Hiring Proposal Tab.

    a. Review any existing information for accuracy.

    b. Fill in all required fields, marked with * ▭ .

    c. Fill in all other appropriate fields. Some fields may not related to the job or to your campus. Help texts have been provided for many fields. When finished click next.

3. HR Use Only Tab.

    a. Enter any notes in the field. Keep in mind they will be recorded by the system.

4. Hiring Proposal Documents Tab.

    a. Supporting Budget Authorization information can be attached to the Hiring Proposal here. Choose the appropriate action from the Actions menu and follow the instructions.

5. Hiring Proposal Summary Tab.

    a. Review all of the information for accuracy. A ⚠ indicates incomplete information in a section. Click Edit to revisit that section.

    b. When all sections are complete and accurate, select the appropriate action from the Take Action on Hiring Proposal menu. `Take Action On Hiring Proposal ▾`

6. When the Hiring Proposal is approved, the Employee will be seated into the associated Position Description.