

**How Do I?** Approve a Hiring Proposal

PeopleAdmin

When you receive an e-mail notifying you: "A hiring proposal has been sent for your review," complete the following steps.

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.

		Acti	ve Posti	ngs					
o view the position det olumn title.	ails, click on the "Vie	ew" link belo	w the Title. T	'o sort by a	ny column,	click on the arrow	v next to the		
			Active						
40 Records									
☑ Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Dpen Date	Job Close Date	👿 Department	Posting Status		
Graduate Student Counseling Intern View	Student Counseling Interns	0600242	4	08-13-2008	Open Until Filled	Counseling & Human Development	Posted		

2. Click on the **Search Hiring Proposals** link on the left side of the screen.

The Search Hiring Proposals screen will display.

Search Hirin	g Proposals		
Official Job Code Title:	Any	Business Title	[
Position Number		Employee ID Number	
Employee First Name	[]	Employee Last Name	
Department:	Any 2	Status	Clack AI Clear AI   Primp Proposal Sert to DeanUlextor   Primp Proposal Sert to DeanUlextor   Primp Proposal Sert to AVP   Primp Proposal Sert to VP   Primp Proposal Sert to VP   Primp Proposal Sert to Dean of Graduate School   Primp Proposal Sert to Dean of Graduate School   Primp Proposal Sert to Dean of Graduate School   Primp Proposal Sert to Heing Manager   Primp Proposal Sert to HR   Offer Acceptal - Hing Proposal Sert to HR
Position Type	Any	1	

 Enter information for search choice, such as position number, job title, etc., or click the Search button at the bottom of the page.

The View Hiring Proposals screen will display the current hiring proposals you requested.

Hiring Proposals								
Code Title	Business Title	👿 Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Date Approved
Lecturer View II View Summary	Lecturer	Hiring Proposal Sent to VP	Unclassified/Faculty Hiring Proposal for Different Position Description	50334429	Schwab			
Instructor View    View Summary	Instructor	Hiring Proposal Sent to President	Unclassified/Faculty Hiring Proposal for Position Description Listed Below	00024268	Llewellyn			

4. Click on the **View** link below the Official Job Code Title of the position you want to review/approve. A summary page will appear. You can review by scrolling through the summary or edit the action by clicking the **Edit** link at the top of the page.

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- 5. To approve the action, select the radio button beside the appropriate next level approver in your approval chain.
- 6. Click the **Continue** button. *The Confirm Action Status page will display.*
- 7. Click the **Confirm** button. Approval has been completed and the action has been moved to the next level approver.