



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.

Active Postings									
To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.									
Active									
40 Records									
Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status		
Graduate Student Counseling Intern	Student Counseling Interns	0600242	4	08-13-2008	Open Until Filled	Counseling & Human Development	Posted		

2. 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.

Reports							
Posting Preview							
Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
Active Applicants							
3 Records							
Name	Documents	Score	Date Applied	Status	External Status	All / None	
Worthy, William View Unclassified Application		0	08-11-2008	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>	
Simpson, Vinsheka View Unclassified Application		0	08-16-2008	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>	
Hollins, Malcolm View Unclassified Application		0	08-16-2008	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>	

CHANGE MULTIPLE APPLICANT STATUSES

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.

Change Applicant Status			
Name	Documents	Status	Selection Reason
Worthy, William View Unclassified Application		Recommend for Hire	Choose Option Below:
<input type="button" value="CONTINUE TO CONFIRM PAGE >>"/> <input type="button" value="RESET TO ORIGINAL STATUS"/> <input type="button" value="CANCEL"/>			

4. Select **Recommend for Hire** from the dropdown menu in the Status column.
5. 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.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Worthy, William View Unclassified Application		0	08-11-2008	Recommend for Hire Begin Hiring Proposal Change Status	In Progress	<input type="checkbox"/>

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

Begin Hiring Proposal for Job Description	
Begin New Action	
6 Records	
Action	Description
Unclassified/Faculty Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the unclassified or faculty position listed below.
Unclassified/Faculty Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into an unclassified or faculty position other than the position listed below. Note: You will have the opportunity to search all positions.
Classified Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the classified position listed below.
Classified Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a classified position other than the position listed below. Note: You will have the opportunity to search all positions.
Graduate Assistant Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the graduate assistant position listed below.
Graduate Assistant Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a graduate assistant position other than the position listed below. Note: You will have the opportunity to search all positions.

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.

Unclassified/Faculty Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the unclassified or faculty position listed below.
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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.

Unclassified/Faculty Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into an unclassified or faculty position other than the position listed below. Note: You will have the opportunity to search all positions.
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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.

Hiring Proposal	Salary Distribution	Faculty Appointment Only	Course Assignments	Sponsored Research/Grants	Supplemental Documentation	Comments	Action History
CONTINUE TO NEXT PAGE >>							

9. 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.
16. 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.

Hiring Proposal	Salary Distribution	Faculty Appointment Only	Course Assignments	Sponsored Research/Grants	Supplemental Documentation	Comments	Action History
1 Record							
Attach / Remove		Document Type	Attached Document	View Document			
Attach		Other Documents	Not Attached				
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>							
SAVE AND STAY ON THIS PAGE							

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.*

Edit	Printer-Friendly Version
Action Status	
<input checked="" type="radio"/> Save <input type="radio"/> Send Hiring Proposal to Dept Head	
CANCEL CONTINUE	

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.*