Quick guide: Hiring Proposal

Step 1: Log into the posting and click on “Applicants.”

Step 2: Hover your mouse over the “Actions” dropdown next to the applicant name. Then click “View Application.”
Step 3: Hover your mouse over “Take Action On Job Application.” You will need to make sure the applicant has gone through all of the “applicant workflows.” The example below shows that the applicant has not yet been moved forward in the hiring process. In this case, click on “Select (move to Campus Interview).”

Step 4: Once the applicant has been moved forward in the workflows, you will see an option for “Recommend (move to Recommend for Hire).”
Step 5: An option to “Start Hiring Proposal” will be available once the application has been moved to the “Recommend” workflow. Click “Start Hiring Proposal.”

Step 6: Click the blue “Start Hiring Proposal” button.

Step 7: The hiring proposal will appear with a short checklist and shows the applicant information.
Step 8: Enter the required “Reason For Selection of Candidate.” Provide any other helpful information, such as the preferred orientation date. Click “Next” once this is completed.
Step 9: Next, you will need to upload your scanned search committee documents. Start by going to the “Hiring Proposal Documents” page.

Step 10: Hover your mouse over “Actions” and click “Upload New.”
Step 11: Click Browse to view the search committee documents saved on your desktop. Once you

Step 12: To save the hiring proposal, hover your mouse over “Take Action on Hiring Proposal” and click “Keep working on this Hiring Proposal.”
Step 13: Your department head/chair will need to approve the hiring proposal and send to Human Resources. To do this, they will need to log in to the PeopleAdmin site, change their user type to “Department Head/Chair”, and click “Hiring Proposals.” Then, they will select the correct hiring proposal from their list.
Step 14: The department head/chair will then hover their mouse over “Take Action On Hiring Proposal” and click “Submit for Approval (move to HR Initial Review).”

Step 15: The hiring proposal is now complete, and HR will begin the new-employee onboarding process. If you have not done so already, you must assign disposition reasons for the other applicants. To do this, please visit the “Quick Guide: Dispositions and Automated Emails” page on the HR website.

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