



## Quick guide: Hiring Proposal

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

Posting: Medical Records Clerk (Staff)  
Current Status: Posted  
Position Type: Staff | Created by: Nathaniel Pruitt  
Department: Health Services | Owner: Human Resources

Summary | History | Applicants | Reports | Hiring Proposals

[www.sfasu.edu/hr](http://www.sfasu.edu/hr)

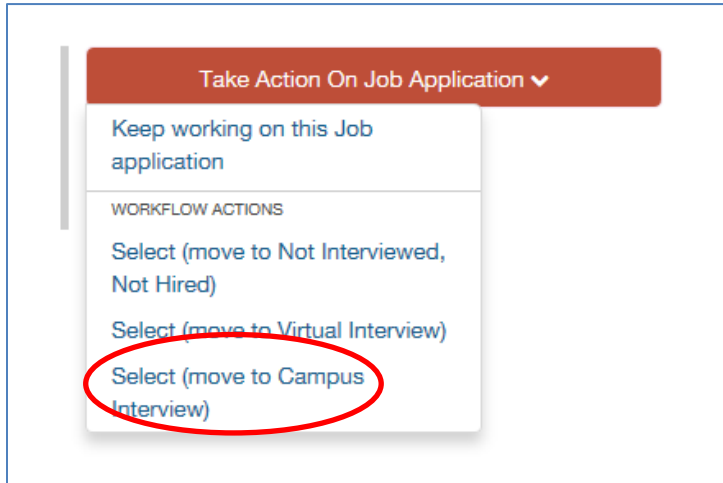
Step 2: Hover your mouse over the “Actions” dropdown next to the applicant name. Then click “View Application.”

\*All Applicants\* 1 | Delete this search? | Selected records 0 | Clear selection?

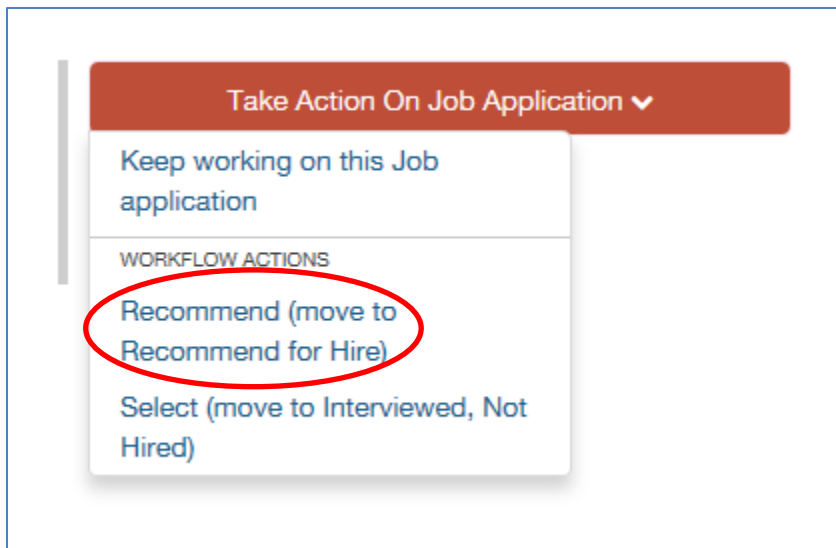
<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	McApplicantFace	Applicant	List of References	S2018-004	Human Resources Initial Review	October 27, 2017 at 09:30 AM	Actions GENERAL View 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).”**





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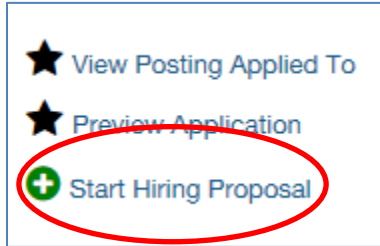
Human Resources NACOGDOCHES, TEXAS

P.O. Box 13039, SFA Station • Nacogdoches, Texas 75962-3039

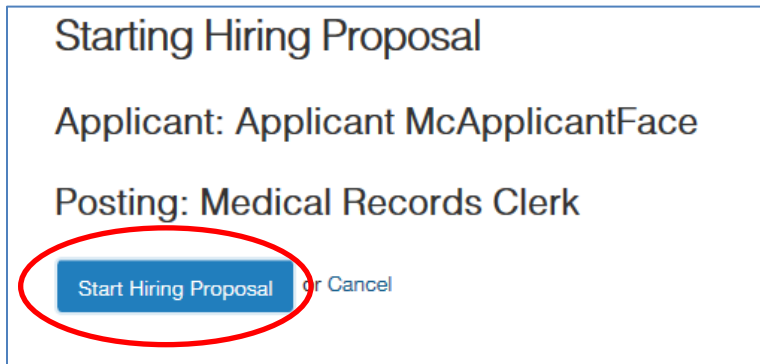
Phone (936) 468-2304 • Fax (936) 468-1104

For electronic use only

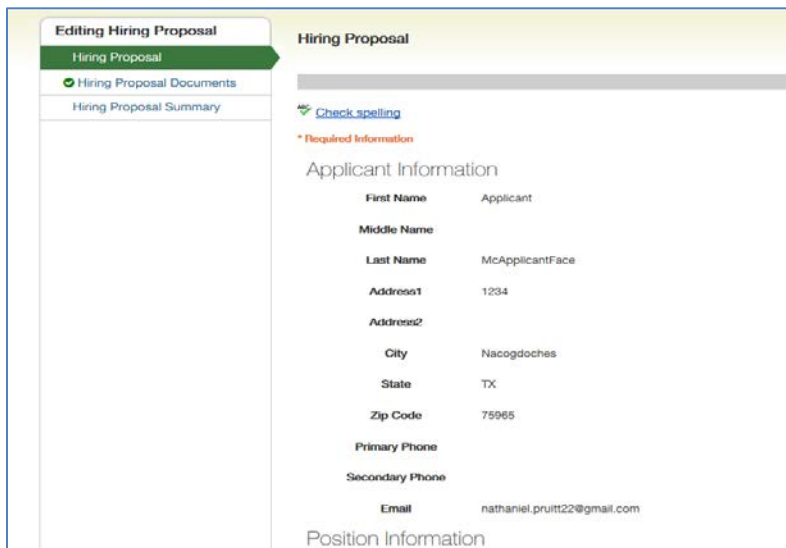
**Step 5: An option to “Start Hiring Proposal” will be available once the application has been moved to the “Recommend” workflow. Click “Start Hiring Proposal.”**



**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.**

### Hiring Proposal Information

**Hiring Proposal Number**

**Reason For Selection of Candidate**

*This field is required.*

**Recommended/Proposed Starting Salary**

**Actual Starting Salary**

**Proposed Starting Date**

**Actual Start Date**

**Is Background Check Required?**

**Please Provide Any Background Check Detail**

**Orientation Date**



**Step 9: Next, you will need to upload your scanned search committee documents. Start by going to the “Hiring Proposal Documents” page.**

**Editing Hiring Proposal**

- Hiring Proposal
- Hiring Proposal Documents**
- Hiring Proposal Summary

**Hiring Proposal Documents**

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name
Search Committee Documents	Search Committee Documents 10-31-17 08:39:04

**Step 10: Hover your mouse over “Actions” and click “Upload New.”**

(Actions)

Actions ▾

- Upload New**
- Create New
- Choose Existing

<< Prev



**Step 11: Click Browse to view the search committee documents saved on your desktop. Once you**

A screenshot of a web form titled "Upload a Search Committee Documents". The form contains a text input field for "Name" with the value "Search Committee Dc", a text input field for "Description", and a "File to upload" field with a "Browse..." button. A red circle highlights the "Browse..." button. There is also a blue "Submit" button at the bottom left.

Upload a Search Committee Documents

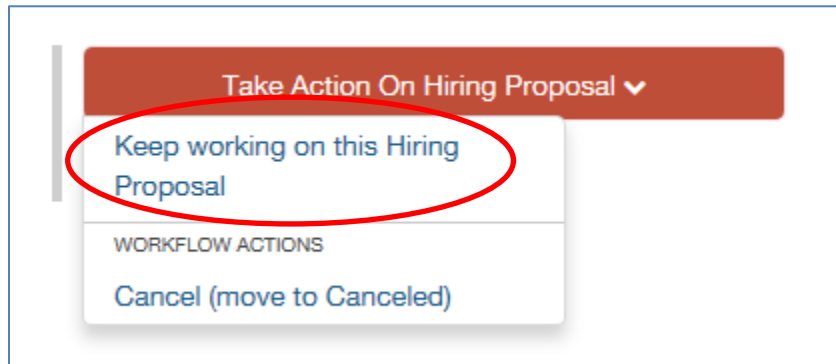
To upload your document, provide a name and description of the document. To  
button.

Name

Description

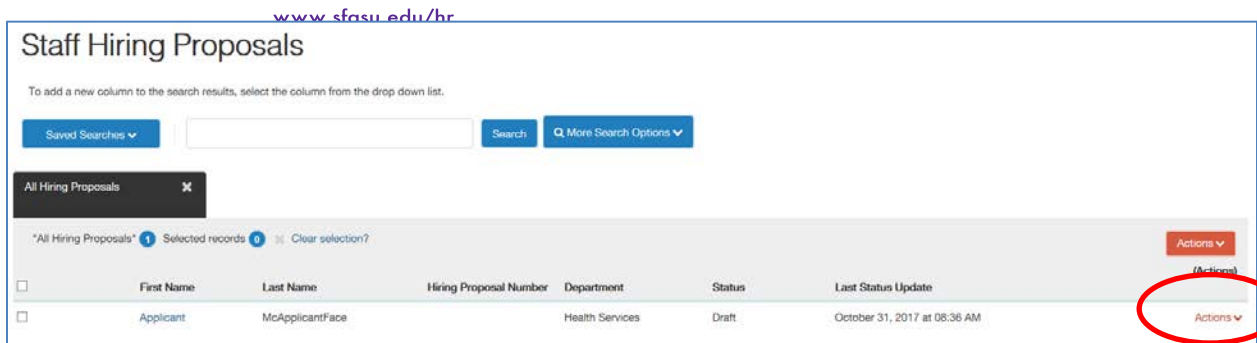
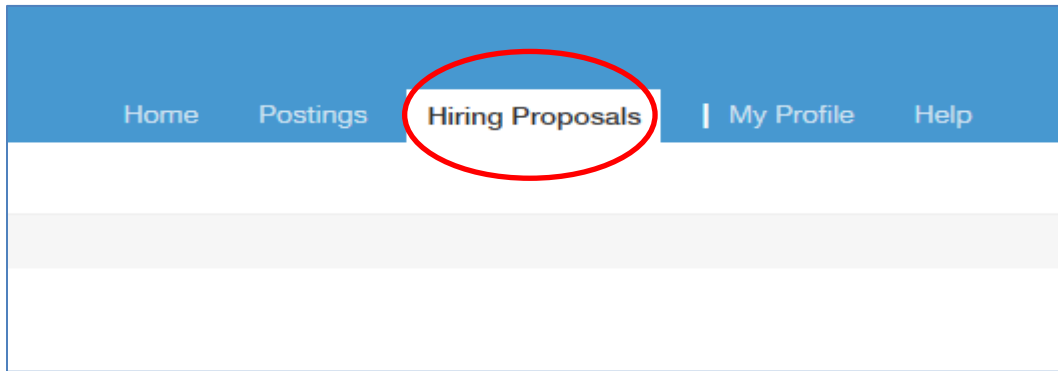
File to upload

**Step 12: To save the hiring proposal, hover your mouse over "Take Action on Hiring Proposal" and click "Keep working on this Hiring Proposal."**



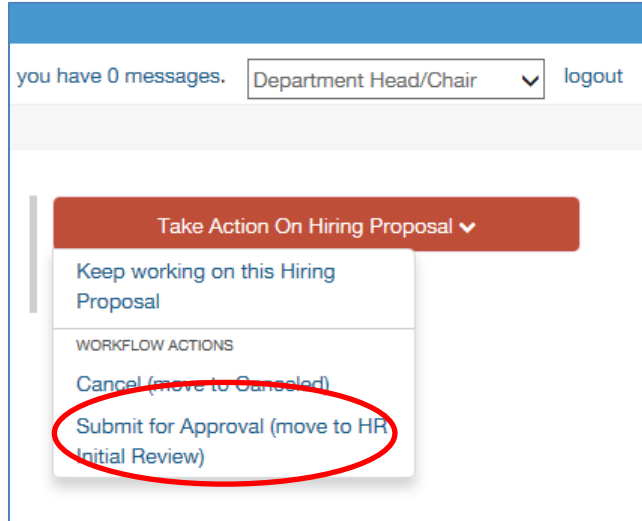


**Step 13: Your department head/chair will need to approve the hiring proposal and send to Human Resources. To do this, they will need to log in to the PeopleAdmin site, change their user type to “Department Head/Chair”, and click “Hiring Proposals.” Then, they will select the correct hiring proposal 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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