Hiring Proposals

Once you have identified the top candidates to interview, change the status of each candidate to ‘Recommend for Hire’. At this status, you now have the option to begin the hiring proposal.

Create Hiring Proposal

1. Log into Peopleadmin through your MyRU Portal.
2. Select the appropriate role (ex. Administrative Management), if needed.
3. Select Applicant Tracking module in the top right hand corner.
4. For this particular action, you must be in “Applicant Reviewer” Status
5. Select an option (AP, Classified Staff, Faculty, Adjunct, wage) under the Postings tab.

Please Note: Each posting type may have different sections that will need to be completed. The following steps will go through a staff-hiring proposal.

6. Click on Working Title that you want to view.
7. Click on the **Applicants** tab.

8. Under the **Actions** option, select **View Application** beside the person that you want to start a hiring proposal for.

9. Select **Take Action** and move to **Recommend for Hire** and Select **Submit** when window pops up.

10. For this particular action, you must switch from “Applicant Reviewer” to your Normal Status.

11. Click on **Start Staff PD Hiring Proposal**
12. The position from which you are creating the hiring proposal will automatically be selected. There is another option which you can do a hiring proposal for a different position. This allows you to post one job and one position number but fill multiple position numbers from the same pool of candidates.

13. Scroll to the bottom of the screen and click on Select Position Description to continue.

Hiring Proposal

14. You will need to review each field and complete any fields that are blank. If a field states, “This field is required” or has an asterisk beside it the item is required. You can click on Check Spelling to spell check any words.

15. Click on the Next button.
Funding Information

16. Complete required Fields. Verify the funding information. You can add multiple funding sources by clicking on the **Add Funding Entry** button. You can remove an entry by placing a check mark beside the **Remove Entry** option and clicking on the **Save** button.

17. Click on the **Next** button.

Hiring Proposal Documents

18. If applicable, attached documents as indicated. Click on **Actions** beside the item to upload a new document, create a new document using the system’s word processing capabilities or select an existing document.

19. Click on the **Next** button.
**Hiring Proposal Summary**

20. Review the summary to make sure that the information on the hiring proposal is correct and all required fields have been completed.

If you see this icon beside a section name this means that **all** required information in that section has been completed.

If you see this icon beside a section name this means that **not all** required information has been completed.

To go back to the section to complete the required fields or to make a change click on the Edit link beside the section name. You will then see a red bar at the top of your screen to let you know what fields are missing information. Below is an example of what appears if required information is missing.

Make the corrections then click on the **Save** button. Check to make sure that the section has been saved successfully then click on the **Hiring Proposal Summary** link on the left hand side navigation bar.

21. When the hiring proposal is ready for routing click on the **Take Action on Hiring Proposal** button and select the proper action.
22. Enter comments if needed. You will notice that the item is check marked to add the hiring proposal to your watch list. You may deselect this if you do not want the item in your watch list. *Note – All comments are a permanent part of the record and cannot be deleted.

Click on the Submit button.

Please Note: A blue bar will appear at the top of the screen to let you know that the item was successfully transitioned.

Closing out Posting
After the applicants have been dispositioned and proper paperwork has been submitted to Human Resources please notify the HR Consultant or Employment Services Specialist so that the posting status can be changed to Filled.

For Further Assistance please Contact your HR Liaison, or Dial 5008.