Completing a Hiring Proposal:

Congratulations! You have decided on the applicant for your open position. You will move through the workflow to create a Hiring proposal, which, when complete, will result in the Office of Human Resources & Payroll extending a job offer with start date.

**Begin with the Posting.**

**Click on the Applicant List.**

Select the Applicant you wish to hire by checking off the box before the Last Name and select Move in Workflow from the Actions button above the Actions column.

Change the workflow state to “Request to Hire” and click Save Changes.

You will now see the status has been changed in the applicant list. Click on the last name of the applicant.
The application is now open. Click on the green “Start Hiring Proposal”

The position you are looking to hire will be listed and the button should already be selected. Click on “Select Position Description”

The hiring proposal will open up and the information for the position will be prefilled. Review the information and fill in empty boxes (required fields) - specifically the start date, actual starting salary and title and orientation date. This will ideally fall on a Monday so that the new hire can begin with New Employee Orientation. Select Next.
Next you will need to attach reference checks. Click the down arrow next to Actions and select Upload New (they can be uploaded from a saved document) or Create New (you can type them in). They should include all the details of a reference. When all references have been uploaded, click Next.
The Hiring Proposal Summary will appear. Make sure all information is include and there are no exclamation marks. If you have all check marks you are good to go. Then, click the orange box “Take Action on Hiring Proposal” to send to the next level for approval.

Once the hiring proposal is received in Human Resources we will call the candidate to make the official offer, verifying salary and start date. An offer letter will be generate and an offer packet mailed to the applicant’s home address.