

Quick Reference Guide: Initiating a Hiring Proposal QRG

Instructions: Use this quick reference guide to help you initiate the hiring proposal (HP) and hiring process for Merit and P&S Staff. A Hiring Proposal needs to be completed after a candidate has been selected for hire. To complete this process, see **Completing a Hiring Proposal QRG**.

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Step 1: Select a Candidate for Hire

In order to initiate a hiring proposal, an applicant status must be updated to “Selected for Hire”. To do this, follow the steps below:

1. Open the posting from your inbox
2. Click the **Applicant tab**
3. Click the applicant’s **last name**
4. Hover over **Take Action on Job Application** and update status to **Selected for Hire**
5. Click the **green plus sign that says Start Hiring Proposal** and move to **Step 2**

Step 2: Initiate the Hiring Proposal

The Position Description should be pre-selected for Merit and P&S so one does not have to be selected. To initiate the hiring proposal for the applicant, follow these steps:

1. At the top of the page, you should see the classification title of the Position Description from which the posting was created.



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2. Initiating the Hiring Proposal
 - a. If the pre-selected classification title at the top and the associated Position Description (as seen below) are correct, simply scroll to the bottom of the page and click **Select Position Description** in the left-hand corner.

Position Title	University Title
<input type="radio"/> Cook I	Cook I - 7061
<input type="radio"/> Cook I	Cook I - 7061
<input type="radio"/> Cook I	Cook I - 7061
<input type="radio"/> Cook I - 7061	Cook I - 7061
<input type="radio"/> Cook I	Cook I - 7061
<input type="radio"/> Cook I	Cook I - 7061
<input type="radio"/> Cook I - 7061	Cook I - 7061
<input type="radio"/> Secretary III - 1073	Secretary III - 1073
<input checked="" type="radio"/> Cook I	Cook I - 7061

[Select Position Description](#)

-OR-

- b. If the pre-selected classification title at the top and the associated Position Description is not the correct Position Description onto which this individual should be hired, review the list of available Position Descriptions and click on the radio button next to the correct one. Then click **Select Position Description** in the left-hand corner.

Note: Examples of when this would be applicable are: (1) multiple hires on the same posting or (2) a posting that was advertised as a series and for which you need to hire at the higher classification level from which the posting was created.

Warning: If you have multiple hires on one posting, ensure that you are not selecting a Position Description (PD) into which you have already seated someone by clicking on the classification title of the PD (as seen in the list above) to review it and look for the name of the incumbent. If you open the PD, click your back button to return to the Hiring Proposal.

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Step 3: Complete Required Fields

Fill in the required fields of the Hiring Proposal on the first tab only. Use the table below to complete the forms and fields:

Hiring Proposal	
Applicant Information	
First Name	First Name and Middle Name are populated from the application.
Middle Name	
Last Name	Enter in the last name of the applicant. This is not populated in case the last name may have changed since first applying.
Address	Mailing Address of the candidate.
City	
State	
Zip Code	
Country	
Country Code	
Primary Contact Phone	Contact Information of the Candidate.
Email	
Position Information	
Hiring Proposal Number	Automatically generated after the hiring proposal is routed.
Position Number	Generated from the posting.
University Title	
Pay Grade	
Appointment Type	
Base of Employment	
Number of Months Employed Per Year	
Fraction	
Employment Start Date	Declare an official start date for the applicant. The eLOI will use this date as the start date.
Employment End Date	Enter a date for Term or less than 12 months.
Have you completed required reference checks?	Yes/No. If no, UHR will route back to Posting Admin before approving the Hiring Proposal.
Number of Positions	Generated from the posting.
Supervisor Name	
Supervisor Email	

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User Group Assignment	
Will this position supervise Merit or P&S staff?	Yes/No
User Group Assignment – Hiring Manager	If the position will be supervising, select this checkbox to request this person to have access to PDs of direct reports.
User Group Assignment – Dept/Chair or Director	If this position will be a department chair or director, select this checkbox to request this person to manage PDs, postings and applicants.
Departments	Select up to 5 relevant departments by holding down Control.

Salary	
Proposed Annual Salary (Merit: Prepopulated Hourly Rate)	A free text field to enter a specific salary (e.g. \$45,956) or a range (\$43,000-47,000).
Rationale for salary if above hiring range	If the salary is above the hiring range, be sure to seek appropriate approvals outside of the system.
Special Conditions for system-generated LOI.	Information entered here will not populate the electronic Letter of Intent (eLOI) in AccessPlus which will be implemented later this year.

Budget (One Entry Required)	
Account	7 digits, no dashes
Sub-Account	Optional: 6 digits, no dashes
Account # % (1-100)	Enter percentage

Hiring Proposal Documents
Enter documents here regarding outside approvals or documents you would like to be attached to this HP record. (Optional)

Offer Accepted and Recruitment
<i>This section will be completed during the completing a hiring proposal process.</i>

Click the orange 'Next' button until you get back to the summary view OR click 'Save' then click on the Hiring Proposal Summary on your left menu bar.

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Step 4: Route the Hiring Proposal for Approval

The Hiring Proposal will be routed through the workflow for approval. Hover over the orange button in the right-hand corner entitled Take Action on Hiring Proposal and select the appropriate workflow for your organizational structure. After approval, see **Completing a Hiring Proposal QRG**. Use the table below to better understand the available statuses.

Workflow Status	Description
Under Review by Posting Admin Send to Dept. Chair/Director Send to Dean/AVP Submit President / Senior Vice President	The Posting Admin transfers the hiring proposal to the Dept. Chair/Director and Dean/ AVP (depending on organizational structure) to edit and/or approve the Hiring Proposal. The last approver routes the HP to UHR Recruitment.
Submit to UHR Recruitment (Request to Extend Offer) <i>As Needed:</i> Submit to UHR Class & Comp	UHR Recruitment reviews the Hiring Proposal. Once the Hiring Proposal is approved, the Hiring Proposal is transferred to the Approved to Extend Offer workflow state. For P&S Staff, if the salary proposal is above the hiring salary range then the Hiring Proposal is sent to UHR Class & Comp to approve the proposed salary.
Approve to Extend Offer (Posting Admin)	During the Approved to Extend Offer workflow status, negotiation with the candidate occurs. This process is done outside of People Admin among the Posting Admin, Hiring Authority and the Candidate. Once negotiations are complete, the Posting Admin must transition the Hiring Proposal to the Final Verbal Offer Details workflow state.
Final Verbal Offer Details Offer Declined Offer Accepted confirmed Hire (Posting Admin)	The Letter of Intent (LOI) is sent to the candidate. If the candidate signs the Letter of Intent, the Posting Admin must transition the Hiring Proposal to the Offer Accepted-send to UHR Finalize Hire workflow state. If the candidate declines, the posting admin will need to update the status of the applicant and start hiring an alternative (if needed).
Offer Accepted-Send to UHR Finalize Hire	Once the Hiring Proposal has been transitioned to Offer Accepted-send to UHR Finalize Hire , the Hiring Proposal is routed to Human Resources. HR will update administrative systems and will begin the new hire process with the employee.

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You should see a green bar appear at the top of the page. A **green bar** means the **Hiring Proposal** has successfully been routed for review. The status will also change from draft to the appropriate workflow step. If you see a **red bar** the action you were trying to take was unsuccessful, go back and review the noted sections.