

Quick Reference Guide: Initiating a Hiring Proposal (Faculty) QRG

Instructions: Use this quick reference guide to help you initiate the hiring proposal (HP) and hiring process. 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 **Start Hiring Proposal** and move to **Step 2**

Step 2: Initiate the Hiring Proposal

To initiate the hiring proposal for the applicant, follow these steps:

1. Type in Faculty/Other Position Title (e.g. Faculty or Assistant Professor – Animal Science).
2. Select the Primary Employing Division, College/Unit, and Department from the available dropdown menus.
3. Click Start Position Requests.

Step 3: Complete Required Fields

Fill in the required fields of the Hiring Proposal. Completed sections will be denoted by a blue checkmark next to the section title in the menu on the left. 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.

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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.
Working Title	Generated from the posting.
University Title	
*Faculty/Other Position Title	Choose a title from the dropdown menu.
Appointment Type	Generated from the posting.
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	
Supervisor Name	Generated from the posting.
Supervisor Email	
User Group Assignment	
Will this position supervise Merit or P&S staff?	Yes/No
User Group Assignment – Hiring Manager	If they 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	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	If the salary is above the hiring range, be sure to seek

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hiring range	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.
Funding (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.	
Offer Accepted and Recruitment	
<i>This section will be completed during the completing a hiring proposal process.</i>	
Social Security Number	Enter the candidate's Social Security number.
University ID Number	Enter in the University ID Number of the candidate.
Posting Number	Automatically generated from the Posting.
First and Last Name of Person Confirming Hire	Enter First /Last name here.
Date Hire Confirmed	Enter the date the hire was confirmed.
Recruitment/Advertisement confirmation	
Please List the Recruiting resources that were actually used to advertise this position. This information is vital for the ISU Affirmative Action Plan. For your convenience, the recruiting resource you intended to use when the posting was created can be found below.	Enter the resources you used to advertise this position. Directly underneath is an automatically generated list of all the resources you planned to use. This list was generated from the posting.
List the recruiting resources the department intends to further advertise the posting. The position will automatically be posted on iastatejobs.com and the Iowa Workforce website. Additional advertising is the responsibility of the hiring department.	Prepopulated from the posting.

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Indicate which specific website, placement office, trade journal, newspaper or other resource that you intend to use.	Prepopulated from the posting.
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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 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.

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<p>Final Verbal Offer Details Offer Declined Offer Accepted confirmed Hire (Posting Admin)</p>	<p>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).</p>
<p>Offer Accepted-Send to UHR Finalize Hire</p>	<p>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.</p>

Step 5: Update other Applicants

For applicants that are not selected for hire, update the applicant status. To do this, complete the following steps:

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 **Interviewed Not Hired**
5. Enter **Reason Code**
6. Click **Submit**

Repeat for all applicants that are not selected for hire. At this point, each applicant will receive an email that they are no longer under consideration for the position. For more information on applicant statuses, see **Rating Applicants Job Aid**.