

Quick Reference Guide: Completing a Hiring Proposal

Instructions: Use this quick reference guide to help you complete the Hiring Proposal (HP) and hiring process. A Hiring Proposal needs to be completed by the posting admin after a candidate has been approved by University Human Resources (UHR) to extend an offer. The posting admin will receive an email indicating UHR approval and verbal negotiations with the candidate can begin.

Step 1: UHR Approves to Extend Offer	1
Step 2: Posting Admin Updates Hiring Proposal Status	1
Step 3: Create/Distribute eLOI (P&S) or Merit Confirmation of Acceptance of Offer Form	2
Step 4: Update Hiring Proposal Status.....	2
Scenario A: The Candidate has accepted the offer and signed the eLOI.....	2
Scenario B: The Candidate has declined the position.....	3
Step 5: Update other Applicants	3
INDEX: Offer Accepted and Recruitment	4

Step 1: UHR Approves to Extend Offer

After UHR approves that an offer can be extended to the candidate, an email will be sent to the 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.

Step 2: Posting Admin Updates Hiring Proposal Status

Once negotiations are complete and final details are agreed upon, the Posting Admin must transition the Hiring Proposal to the Final Verbal Offer Details workflow state. To do this:

1. Log into PeopleAdmin 7 and target Posting Admin
2. Select the Applicant Tracking platform
3. Hover over the Hiring Proposal tab at the top of the screen
4. Click on the applicable position type
5. Open the Hiring Proposal in your list by clicking on the First Name - OR – Enter the Hiring Proposal number into the Search bar and click search.
6. Click Edit at the top of the screen
7. Update the following:
 - a. Negotiated Salary – Ensure that the salary field is only numerical. Remove anything extra such as dollar signs, commas, or dashes.
 - b. Start Date
 - c. Special Conditions

Quick Reference Guide: Completing a Hiring Proposal

- d. Recruitment Details
 - 8. Click Hiring Proposal Summary
 - 9. Hover over Take Action on Hiring Proposal and click Final Verbal Offer Details status.
- The posting admin is still the owner of this hiring proposal and it is not routed at this time. Next, complete the LOI.

Step 3: Create/Distribute eLOI (P&S) or Merit Confirmation of Acceptance of Offer Form

P&S: The morning after you change the workflow state of a Hiring Proposal to “Final Verbal Offer Details”, an electronic Letter of Intent (eLOI) will be available in AccessPlus to review and route for approval before sending to the candidate.

Merit: There is no eLOI for Merit. To provide a written offer, go to [UHR Forms](#) beneath Resources on the [UHR homepage](#) to print a Merit Confirmation of Acceptance of Offer of Employment form.

Step 4: Update Hiring Proposal Status

At this point, the candidate will either accept the offer or decline the offer.

Scenario A: The Candidate has accepted the offer and signed the eLOI

1. Log into PeopleAdmin 7 and target Posting Admin
2. Click Inbox
3. Select the Hiring Proposal tab
4. Click Actions to View the Hiring Proposal
5. Click Edit
6. Review the information on the first Hiring Proposal section and edit as necessary.
7. In the Offer Accepted and Recruitment section:
 - a. Enter the candidate’s Social Security Number or University ID
 - b. Enter your name and email as the Person Confirming the Hire
 - c. Enter the date that you are confirming the hire in the system.
 - d. If you have not already, update Recruitment/Advertisement information for this section
8. Click Hiring Proposal Summary
9. Hover over Take Action on Hiring Proposal and click Offer Accepted-Confirm Hire - send to UHR

Once the Hiring Proposal has been transitioned to **Offer Accepted-Confirm Hire - send to UHR**, the Hiring Proposal is routed to University Human Resources. UHR will

Quick Reference Guide: Completing a Hiring Proposal

update administrative systems and will begin the onboarding process with the new employee. If all applicants are at a final status, UHR will update the Hiring Proposal Status to HR Finalize Hire. The selected candidate's status will automatically update to **Hired**.

Scenario B: The Candidate has declined the position

If the candidate has declined the position, follow these steps to complete this Hiring Proposal.

1. Log into PeopleAdmin 7 and target Posting Admin
2. Click Inbox
3. Select the Hiring Proposal tab
4. Click Actions to View the HP
5. Hover over Take Action on Hiring Proposal and click Offer Declined
6. Click the Applicant's name on the Hiring Proposal Summary screen
7. Hover over Take Action on Job Application and select Interviewed Not Hired
8. Enter a Reason Code
9. Click Submit

The posting admin can now initiate a hiring proposal for another applicant if applicable. If further negotiations have taken place, make the appropriate edits to the hiring proposal and re-route for approval.

Step 5: Update other Applicants

The status of all applicants not selected for hire must be updated to a final 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.
5. Enter **Reason Code**
6. Click **Submit**

Repeat for all applicants not selected for hire. For more information on applicant statuses, see **Rating and Routing Applicants Job Aid**.

Quick Reference Guide: Completing a Hiring Proposal

INDEX: Offer Accepted and Recruitment

Use the text below to guide you in completing the hiring proposal.

Offer Accepted and Recruitment	
Social Security Number	Enter the candidate's Social Security number.
University ID Number	Enter the University ID Number of the candidate, if applicable.
Posting Number	Automatically generated from the Posting.
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.	The resources which were intended to be used as indicated on the posting will populate this field. Please review the list and edit as necessary to reflect the actual resources used.