Hiring Proposal Process

The Hiring Proposal process gives approvers the opportunity to view the selected applicant and approve the selected applicant so the department can make an offer.

Once an applicant is selected for hire, the search committee chair or hiring unit must change the applicant workflow state to “Selected for Hire”.

The search committee chair will notify the hiring unit that an applicant has been identified to hire and the hiring proposal can begin.
To Begin the Hiring Proposal

The Hiring Unit will access the posting and choose the applicant whose workflow state is “Selected for Hire”. Click on the applicant name or click on the action icon next to the applicant name and “View Application”.

The Hiring unit will be able to click “Start Hiring Proposal” to begin this action.

First step is to select the correct position.
If you are choosing another position other than that which is posted, you can select from the list or search. If you want the position which is posted, scroll to the bottom of the page and click “Select Position Description”.

The next step is to provide the required information to submit the hiring proposal for approval.

Most of the key information will populate, you will be required to complete the Recommended Salary, and Start Date. You can Save and click on the Hiring Proposal Summary page if you will not be adding any additional documents or you can click “Next” to go to the Hiring Proposal documents page to attach justification or other supporting documentation.

Once all information is completed, you will need to return to the summary page and move the proposal forward.

From the summary page will be able to send the action to the next approval level by selecting the orange icon, Take Action On Hiring Proposal.
Once all approvals are received, the hiring unit will receive notification and the action will show up in your inbox.

You will now be able to make an offer to the applicant. The only exception to making a job offer from the department is CTA positions which require Human Resources to make the job offer.