

# Hiring Proposal Instructions

## **Staff Hiring Proposals**

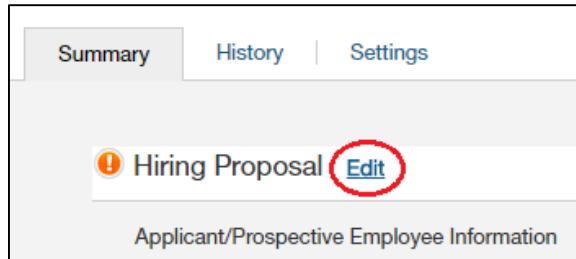
(Skip to: [Faculty/Academic Administrator/Unclassified Hiring Proposals](#))

*Also see on the HRS site: [PeopleAdmin Mini Manual](#), [Hiring Steps for Staff Positions](#) and the [Applicant & Hiring Proposal Workflow](#) pages for additional context to the following steps.*

*Staff Hiring Proposals serve three purposes: (1) to get a proposed salary approved, (2) to seat the applicant into the position in PeopleAdmin, (3) to fill your posting.*

*Start by logging into PeopleAdmin as a Department User and navigating to the Applicant Tracking Module.*

1. Once you have identified a top candidate in your applicant pool, change their status to “Recommend for Hire” and the statuses of the other applicants to whichever “Not Hired” status is appropriate.
2. Go back into the top candidate’s application.
3. You will see a new button in the upper right to “Start Hiring Proposal”. Click on it.
4. The next page shows you a list of positions to choose from, but **the position will always already be chosen for you.**
5. Scroll to the bottom of this page and click “Select Position” in the lower left.
6. Complete the required fields. If the person already has an Employee ID from previous employment at UVM, you can enter it into the hiring proposal at this time.
7. Navigate to the Summary page of the Hiring Proposal.
8. Use the orange “Take Action on Hiring Proposal” drop-down menu to change the status to “Dean/Director for Finalist Review”.
  - a. The Dean/Director user will review and move it to HRS for salary review.
9. Once approved, HRS will send the Hiring Proposal back to you at the status of “Ready for Offer”.
10. Make your official offer to your candidate.
  - a. If they decline the offer, change the status of the Hiring Proposal to “Offer Declined” using the orange “Take Action on Hiring Proposal” drop-down menu.
11. If they accept the offer, [initiate your new hire ePAR](#) to get them into PeopleSoft.
  - a. While your ePAR is processing, it is a great time to confirm that all other applicant statuses are changed to whichever status is appropriate.
12. Once the ePAR finishes processing, enter the employee’s PeopleSoft Employee ID into the “Employee ID” field in the Hiring Proposal. To do this:
  - a. Go into the person’s application.
  - b. Click on the “View Hiring Proposal” button.
  - c. Click the “Edit” link within the Hiring Proposal:



- d. Enter the employee's PeopleSoft Employee ID into the "Employee ID" field.
  - e. Click the "Save" button and then navigate to the Summary page of the Hiring Proposal.
13. Use the orange "Take Action on Hiring Proposal" drop-down menu to change the status to "Offer Accept & Employee ID Entered".
14. The posting status will automatically be set to "Filled" and the Applicant's status will automatically be set to "Hired".

## Faculty/Academic Administrator/Unclassified Hiring Proposals

(Skip to: [Staff Hiring Proposals](#))

Also see on the HRS site: [PeopleAdmin Mini Manual](#) and the [Applicant & Hiring Proposal Workflow](#) pages for additional context to the following steps.

Faculty/Academic Admin/Unclassified Hiring Proposals serve two purposes: (1) to seat the applicant into the position in PeopleAdmin, and (2) to fill your posting.

Start by logging into PeopleAdmin as a Department User and navigating to the Applicant Tracking Module.

1. Complete your Appointment Authorization Steps outlined in the [PeopleAdmin Mini Manual](#).
2. Once your Appointment Authorization has been approved, make your official offer to the top candidate.
  - a. If they decline, change their applicant status to "Offer Declined".
3. If they accept the offer, [initiate your new hire ePAR](#) to get them into PeopleSoft.
  - a. While your ePAR is processing, it is a great time to confirm that all other applicant statuses are changed to whichever status is appropriate.
4. Once the ePAR finishes processing, you can start and complete your hiring proposal.
5. Go back into the top candidate's application.
6. You will see a new button in the upper right to "Start Hiring Proposal". Click on it.
7. The next page shows you a list of positions to choose from, but the position will always already be chosen for you.
8. Scroll to the bottom of this page and click "Select Position" in the lower left.
9. Enter the employee's PeopleSoft Employee ID into the "Employee ID" field in the Hiring Proposal.
10. Navigate to the Summary page of the Hiring Proposal.
11. Use the orange "Take Action on Hiring Proposal" drop-down menu to change the status to "Offer Accept & Employee ID Entered".
12. The posting status will automatically be set to "Filled" and the Applicant's status will automatically be set to "Hired".