CLASSIFIED RECRUITMENT

Initiating & Approving the Hiring Proposal

Department of Human Resources
September 2015
1. The Hiring Manager will dispense and submit the final candidate recommended for selection and the finalists to the HR Recruiter for review and approval in PAPERS7. If approved, the HM will initiate a Hiring Proposal for the selected candidate. In the Hiring Proposal, the HM will have the opportunity to propose a starting salary, propose an effective date and attach documents such as the references and matrix. Once the Hiring Proposal is completed, the hiring manager will submit the proposal to the BUD and the VP (if additional funds are needed) for approval. The BUD will submit the hiring proposal to HR for approval.

2. The candidates who are recommended for hire will remain an active group to be utilized as alternates if the chosen finalist declines the position

3. The HR Recruiter will send emails to those candidates who are not recommended for hire

4. The Hiring Manager is the only user who can begin the Hiring Proposal

5. Once approved by HR, the Hiring Proposal will be returned to the HM. The HM will received an e-mail from the HR Recruiter informing them that they may proceed with the verbal offer.

6. If the candidate accepts the verbal offer, the HM will return the hiring proposal back to HR so an offer letter and other new hire materials can be mailed to the new hire.

7. If there are salary negotiations, the HM must receive approval from HR before offering a candidate a salary different than the salary that was originally requested in the hiring proposal.

8. If the candidate declines the offer, the HM will return the hiring proposal back to HR noting that the candidate declined the offer. The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.
CREATING THE HIRING PROPOSAL(S):

Hover over the Hiring Proposals Tab & Click Staff

Click on the Finalist name:
In the upper right-hand corner, click on the green “Start Staff Hiring Proposal” link.

It’s possible that the Hiring Manager may have more than one positions they are hiring for, for this screen, click on the “Select Position Description” button if the position you are working on does not populate.
The HM will use the navigation tabs under, “Editing Hiring Proposal,” to move through the Hiring Proposal work flow.

Information from the approved Position Description will default into some of the fields. In order to complete the process, the Hiring Manager will need to complete all other fields such as items below...

**Type of Action:**

- *Type of Action*
  - Please select
  - Please select
  - Starting Pay
  - Promotion
  - Voluntary Transfer
  - Voluntary Demotion

This field is required.
As the Hiring Proposal is the electronic version of the Pay Action Form, the HM will also enter salary data from candidate’s current and former position, annual salary data, effective date for new position etc...

Instances where the budget will need to be adjusted, the HM will complete the “Budget Information – Authorization to Transfer Funds,” as well as, the “Transfer Funds From” section. To enter into the transfer funds from section, you must click on the “add transfer funds from entry” button. You will then enter the budget information where the additional money is coming from. For multiple sources, you will need to click the add transfer funds from entry button again. This information will be conveyed to the Budget Office through the workflow. As with creating a posting, various required fields are highlighted in red.
To assist the HM with completing this portion of the Hiring proposal, there are links embedded in this screen which when clicked will open to further information, example

Complete ALL pay factors as all should have been considered in reaching this pay decision, salary discussion with the successful candidate. Pay Factors Definitions Click here

After completing and verifying that all the necessary information has been added, click the NEXT button to save the information, as well as, move forward to the next screen.
The next screen is where the hiring proposal documents will be uploaded. These documents include the Reference reports (2 required from current and former supervisors) etc... By clicking on the “Actions” button, a drop down menu will reveal the choices to select.

Links to the various forms are embedded in this screen as well for ease of use...

Once the hiring proposal documents have been uploaded and the PDF conversion has begun, clicking the next button will take the HM to the summary page where the hiring proposal can be reviewed in its entirety.

If all information is entered and correct, click on the “Take action on this posting” button to either continue working on the Hiring Proposal, cancel, or move to the BUD.
A “Take Action” button will appear with further instructions:

If the HM has selected to move the Hiring Proposal to the BUD, they will receive an email notification that the Hiring Proposal is ready for review. The BUD can edit the proposal or by clicking the “Take Action on this Posting,” they can continue working on the Hiring Proposal, Submit it to the HR Recruiter for initial review, or Return it to the HM.

The HR Recruiter will review the Hiring Proposal and submit it to the HR Director for review and approval. Once approved by the HR Director, the HR Recruiter will send an email to the HM to make verbal offer to candidate.

If the candidate accepts the verbal offer, the HM will return the email and the Hiring Proposal back to the HR Recruiter.

If the candidate declines the verbal offer, the HM will return the Hiring Proposal back to HR noting that the candidate has declined the offer.
The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.