Hiring Manager (HM) will dispense and submit the final candidate recommended for selection & the finalists to the HR Recruiter for review and approval. If approved the HM will initiate a Hiring Proposal.

1. Hover over the Hiring Proposal Tab and click on Staff

2. Candidates recommended for hire will populate
   a. Check the box next to the selected candidate’s name, click the Actions button, and choose view application
   b. “Take Action on Job Application” will appear
   c. Select “Finalist Begin Hiring Proposal”
   d. “Take Action on Job Application” will appear
   e. Select “Submit” (After clicking submit, you will be viewing the selected candidate’s application)
   f. “Take Action on Job Application” will appear
   g. Click “Start Hiring Proposal”

3. Navigation tabs on the left hand side of the screen will appear to assist in moving through the Hiring Proposal workflow

4. Once all actions are complete, the HM will move the hiring proposal onto the BUD and VP (if additional funds are needed) for approval

5. The BUD will submit the hiring proposal to the HR Recruiter for approval

6. Once approved by Human Resources (HR), the hiring proposal will be returned to the HM.

7. The HM will receive an email from the HR Recruiter informing them that they may proceed with the verbal offer.
8. If the verbal offer is accepted, the HM will return the hiring proposal to HR so an offer letter and other hiring documents can be mailed to the new hire.

9. 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 approved.

10. If the finalist declines the offer, the HM will return the hiring proposal back to HR noting that the candidate declined the offer.

11. The HM will initiate a new Hiring Proposal for an alternate candidate or advertise the position again.

NO HIRING PROPOSAL WILL BE INITIATED FOR HOURLY POSITIONS