Creating a Hiring Proposal

Once a candidate has moved to the applicant status of “Recommend for Hire”, the Initiator, Supervisor or Department Head can begin the Hiring Proposal.

Select “Start PD Hiring Proposal” in the menu on the upper right part of the page. You should see this option when you select the applicant and open their application.

The next step is to select the appropriate position description that corresponds with the hire. The system will auto select the defaulted position description at the top in the “Selected Position Description” section. If that is the correct position description, select the blue button titled “Select position Description”.
If the position description selected at the top of the page is not correct, then you can search for the correct position description at the bottom of the page. Once the correct position description is found, select the position by selecting the round radio button next to the internal title of the position, then select the blue “Select Position Description” button.

The next screen is the Hiring Proposal Details. Fill in all required fields on the form. Required fields are noted with a red asterisk (*). Complete the Hiring Proposal Details page and select “Next” to move to the Hiring Proposal Documents page.
On the Hiring Proposal Documents page you must upload the Reference Check form and Department Nepotism Certification form. There are also slots available for copies of transcripts and unofficial offer letters (emails) to be uploaded. To upload the documents, select the Actions link on the right side to Upload New, Create from scratch or Choose and Existing. Once complete select the “Next” option and move to the Hiring Proposal Summary page.

On the Hiring Proposal Summary, review everything and make sure it’s accurate. If edits are needed, make those and save the section where the edits were needed. When ready to move the hiring proposal to Dept Head, select the orange “Take Action on Hiring Proposal” button at top right part of the screen and move the proposal to the next level for approval.