# PeopleAdmin HR – Creating a Hiring Proposal

## CREATING A HIRING PROPOSAL

The Hiring Manager/Committee Chair/Federal Workstudy Department Admin initiates the Hiring Proposal in PeopleAdmin.

1. Log in to PeopleAdmin Recruit (https://www.cocc.edu/departments/human-resources/employment/peopleadmin-hr-recruit.aspx).
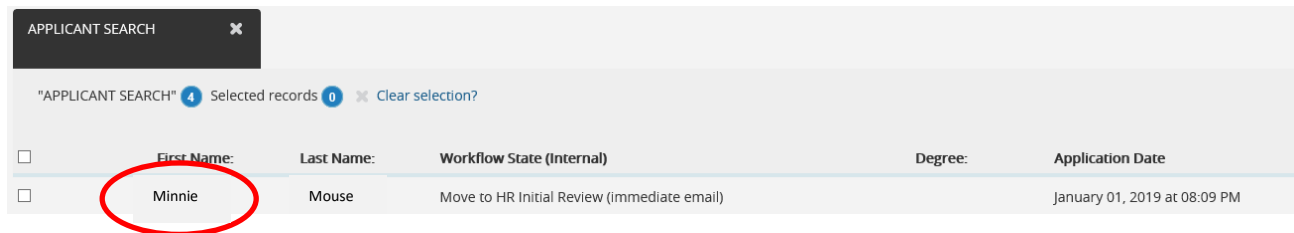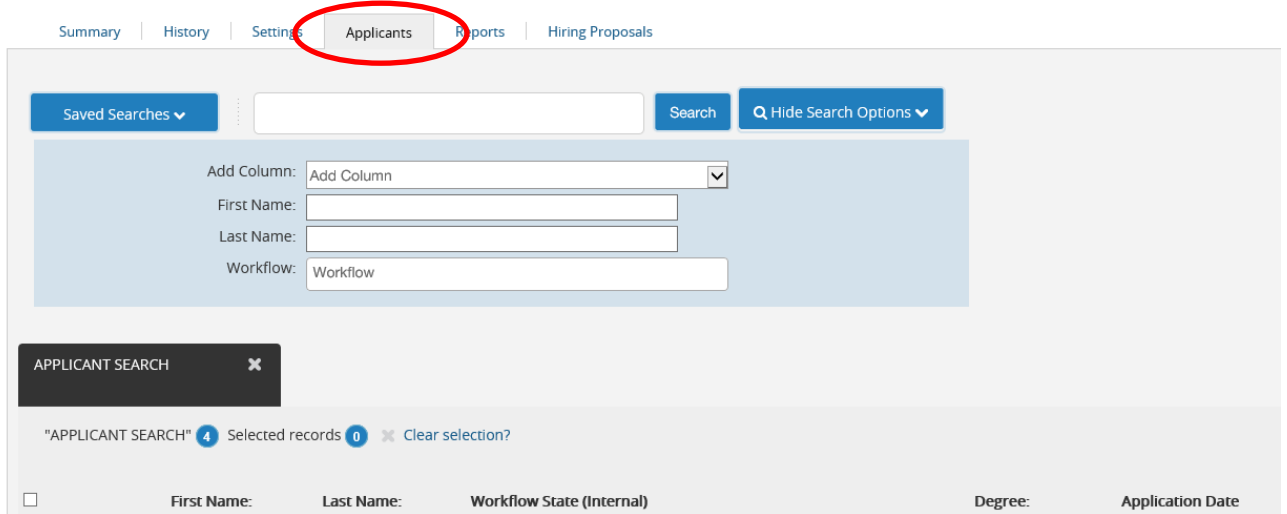


2. Make sure you change your status to "Manager".



3. Click on the "**Postings**" tab. Scroll down through list of postings and click on the link of the posting you wish to open.

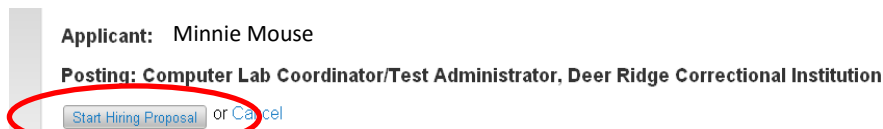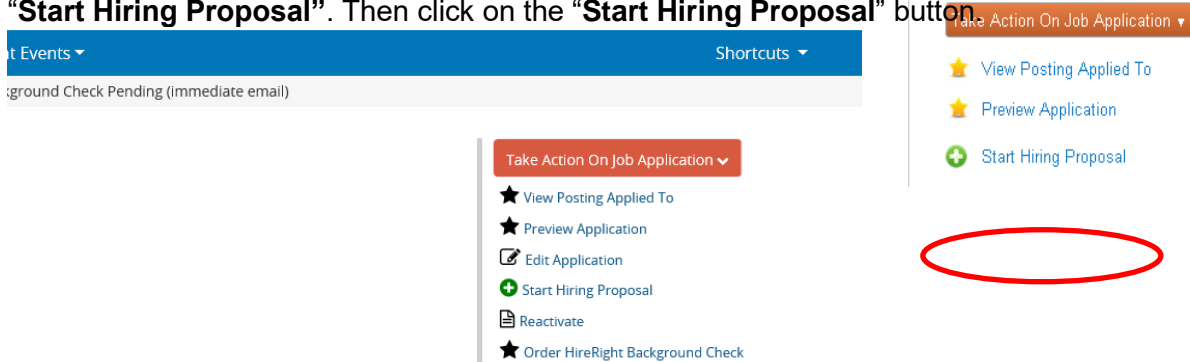4. Click on the "**Applicants**" tab and choose the link for the applicant you want to recommend for hire.

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Saved Searches ⌄    [      ]   Search   Q Hide Search Options ⌄

Add Column: [ Add Column ⌄ ]
First Name: [   ]
Last Name: [   ]
Workflow: [ Workflow ]

**APPLICANT SEARCH** ✖

"APPLICANT SEARCH" ④ Selected records ⓪ ✖ Clear selection?

| | First Name: | Last Name: | Workflow State (Internal) | Degree: | Application Date |
|---|---|---|---|---|---|

**APPLICANT SEARCH** ✖

"APPLICANT SEARCH" ④ Selected records ⓪ ✖ Clear selection?

| | First Name: | Last Name: | Workflow State (Internal) | Degree: | Application Date |
|---|---|---|---|---|---|
| ☐ | Minnie | Mouse | Move to HR Initial Review (immediate email) | | January 01, 2019 at 08:09 PM |

5. Once HR receives the recommend for hire notice, the background check will be started.

6. HR will notify you when the background is complete and that you are to complete the Hiring proposal.

7. In the upper right corner of the applicant record you will see some options. Click on the link for "**Start Hiring Proposal**". Then click on the "**Start Hiring Proposal**" button.

Take Action On Job Application ▾

t Events ▾      Shortcuts ▾

:ground Check Pending (immediate email)

⭐ View Posting Applied To
⭐ Preview Application
➕ Start Hiring Proposal

Take Action On Job Application ⌄
⭐ View Posting Applied To
⭐ Preview Application
✏️ Edit Application
➕ Start Hiring Proposal
📄 Reactivate
⭐ Order HireRight Background Check

**Applicant:** Minnie Mouse

**Posting: Computer Lab Coordinator/Test Administrator, Deer Ridge Correctional Institution**

Start Hiring Proposal   or Cancel

N:/Dept/Human_Res/WP/PeopleAdmin/RECRUITMENT-Applicant Tracking Module/Manuals&Training Guides

8. **Enter the appropriate information into the form**.  The form is generic for all position types (administrative, classified, faculty, temporary and work study), however, many of the fields are pre-populated from the template, applicant and posting records, as noted in blue in the example below.  Field Tips are shown in red to assist you in completing the form.

| Hiring Proposal | EXAMPLE | |
|---|---|---|
| Posting Number: | 06001204 | [Auto-generated] |
| Banner Employee ID | 820xxxxx *Include if known* | |
| First Name of Candidate: | Christina | [Defaults from Application] |
| Last Name of Candidate: | Mills | [Defaults from Application] |
| Banner Position Number: | TB0001 | [Defaults from Posting, if known] |
| Anticipated Start Date: | 01/28/2019 *First day of work* | |
| Anticipated End Date: | 06/30/2019 *Required for temporary/short-term only* | |
| Position Type/ Employee Class: | Temporary | [Defaults from Posting] |
| FTE: | < .50 FTE | [Defaults from Posting] |
| Position Title: | Student Information Booth | [Defaults from Posting] |
| Recruitment Type: | Temporary *Select from drop-down list* | |
| Campus Location | Bend, Redmond, Prineville, Madras, DRCI | [Defaults from Posting] |
| Annualized Salary or Base Rate: | $12.00 *Hourly/LU rate or annual salary* | [Defaults from Posting] |
| Rank (Faculty Only): | | |
| | *Required for Full-time Faculty only* | |
| Step (Faculty Only): | | |
| Salary Level/Grade: | Irregular Wage Salary Schedule | [Defaults from Posting] |
| Contract Period: | 12 *Number of months worked in contract; for temp use 12* | |
| Shift Differential Code: | 1 *Choose 1, unless a different working shift is known* | |
| Supervisor Name: | Jane Smith *The person to approve timesheets or leave* | |
| Supervisor 820#: | 820..... *820# for person above* | |
| Additional Comments: | | |
| HR Approval Date | | |
| Hiring Proposal Number: | | [Auto-generated] |
| Approved by Human Resources (signature): | | |

*(continued on next page)*

| FUNDING SOURCE INFORMATION | EXAMPLE | [Defaults from Posting] |
|---|---|---|
| Department/Org: | Student Services | *The department or Org where the position is budgeted* |
| Budget Index & Account: | 317-51800 | *The budget index and account for the position* |
| Funding Percentage | 50 | |
| | | |
| Department/Org: | Instruction VPI | |
| Budget Index & Account: | 201-51800 | |
| Funding Percentage | 50 | |

*If the position budget/cost is split between more than one department or budget index, use the "Funding Percentage" fields to indicate the amount to charge to each budget as shown here.*

Click the "**Next**" button when you have completed the form and it will take you to the Summary screen.

9. In the Summary screen, you can review what you entered and make changes to the form.  To make changes click on "**Edit**".  If you are ready to forward for approval, click on the orange "**Take Action On Hiring Proposal**" dropdown menu.  Select the appropriate next workflow action:

    a. If this is an <u>Administrative</u>, **Part-Time Instructor,** <u>Classified</u>, <u>Work-Study</u> or <u>Irregular Wage</u> hire, select **Human Resources** as the next workflow action. (This will send the Hiring Proposal to HR for approval.)

    b. If this is a **Full-Time Faculty** hire, select **Vice President**.  (For faculty hires, the VP will be notified to review/approve the hire and then forward to HR for final processing.)
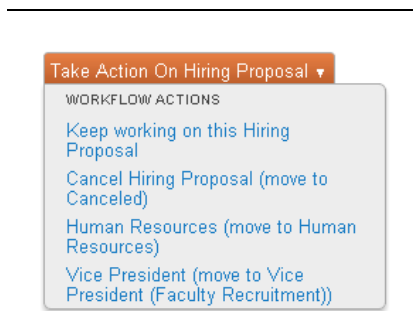


10. Congratulations, you have completed all steps in PeopleAdmin to complete the hiring proposal process! HR will approve the hire and send to the new employee the on-boarding module and SafeColleges login/training. This will close the recruitment process.