

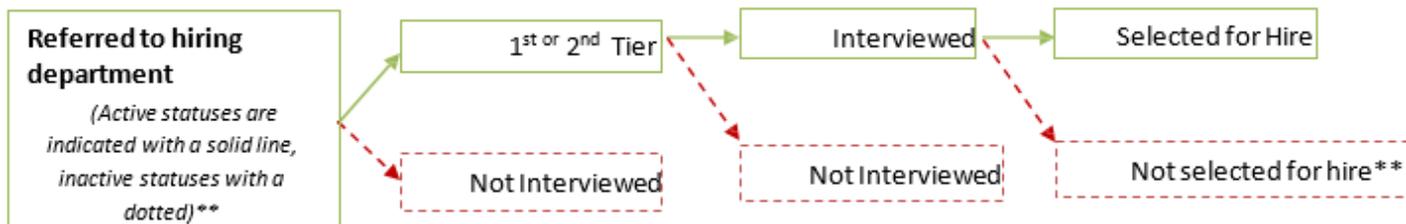
PeopleAdmin: Hire Module

The Initiator, Approver, guest users, and search committee members can all view the application materials and use the **Actions** button to review applicant responses to supplemental questions. You can also download application materials as a combined PDF. Be sure to update applicant statuses so applicants know whether they are being considered or not.

NOTE: Only the Initiator can update the statuses of the applicants. The status for candidates who are most qualified and considered probable interviewees should be updated to “1st Tier”.

- **INTERIM REPORT** (EHRA recruitments only): Once you’ve identified your “1st Tier” candidates, select the **Take Action On Posting** button. Then choose the “Interim Report - Send to Approver” drop-down option. The report must be approved by the Approver, department/division Unit AA Officer and University AA Officer (OIED). The initiator will be notified once OIED has approved the Interim Report via automatic email.

Candidate Workflows and Statuses



Once given a status of “Not Interviewed**”, the candidates will be able to see “No Longer Under Consideration” as their status. Contact your Talent Acquisition Consultant should you need to reconsider an applicant who was previously disqualified. Below is a chart that indicates what candidates (external status) will see once they login to see their application status, depending on the internal workflow state.

<u>Internal Status</u>	<u>External Status</u>
Referred to Hiring Department	Materials Submitted
Tier I	Review Underway
Tier II	Review Underway
Interviewed	Review Underway
Not Interviewed	No Longer Under Consideration
Not Selected for Hire	Review Underway
Does Not Meet Minimum Qualifications	Does Not Meet Minimum Qualifications
Position Filled	Position Filled

Hiring Proposals

All applicants must be at a final status (**Selected for Hire**) before submitting a hiring proposal (HP) (unless doing multiple hires). HP’s required for all selected candidates.

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Hiring Proposals continued..

1. To submit an HP, open the candidate's application and click on the  [Start Hiring Proposal](#) icon on the top right of the screen.
2. Next, select the position number the selected candidate will fill. Scroll to the bottom of the screen and click the button [Select Position Description](#) (this is not a step for temporary hiring proposals).
3. Complete all the required fields, including the requested salary range and proposed hire date, and route the position to an Approver to start the approval process. The workflow is, Initiator → Approver → Unit AA HR → HR Employment → Univ AA (for EHRA only).
4. When the hiring proposal is endorsed by all groups, you will see the status of "**Offer Approved- Pending Background Check**" letting you know you can move forward with the approved offer amount.
5. Enter the final accepted salary into the hiring proposal when the candidate accepts and change the status of the hiring proposal to "**Offer Accepted - Background Completed.**" Change the status of the selected applicant(s) to "**Offer accepted,**" and finally update the status of the **Posting** to "**Filled**" to complete the recruitment.

Recruiting Resources

[Talent Acquisition and Employment](#)
[Hiring Managers ToolKit](#)
[Search Committee Training](#)
[Background Checks Program](#)
[University Temporary Services](#)
[International Employment](#)