

Hiring Proposal Checklist

(Competitive for Multiple Hires)

Once the successful hire has been determined and the hire has accepted you will then begin the Hiring Proposal.

Information Required in Posting & Hiring Proposal		Notes
IN POSTING	<p><u>Locate the posting in your Active Postings:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Click on Get Reports link in the Apps in Process Column <input type="checkbox"/> Click on EEO Summary (Post 2-Part Question) and click on Generate Report and EEO Summary (Pre 2-Part Question), if necessary <input type="checkbox"/> Scroll to the bottom of the Report(s) and locate the applicants you selected for interviews and the hires to determine if they self-identified gender and race/ethnicity* <input type="checkbox"/> Click on Return to Previous <p><i>*If the applicants did not self-identify, you must enter the Department's Reasonable Assessment (DRA)</i></p>	
	<p><u>Click on View under Position Title:</u>*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Locate the applicants who did not self-identify gender and race/ethnicity and change status to Selected for Campus Interview 	
	<p><u>In DRA tab, click on Add New Entry:</u>*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select Candidate <input type="checkbox"/> Enter candidate's Gender and Race/Ethnicity <input type="checkbox"/> Click on Add Entry <input type="checkbox"/> Click on Save and Stay on this Page 	
	<p><u>In Applicants tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Click on Change Status for non-selected candidates and enter the appropriate status (identify all telephone & campus interviewees prior to dispensing as "Not Hired") <input type="checkbox"/> Once in Not Hired Status, select appropriate Not Hired Reason 	
	<p><u>In Documents tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attach Screening Matrices (ensure consistent with Not Hired Reasons) <input type="checkbox"/> Attach Itineraries for all Campus Interviewees 	
	<p><u>Return to Applicants tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Click on Change Status for the hires & identify as telephone and/or campus interview <input type="checkbox"/> Click on Change Status to Recommend for Hire <input type="checkbox"/> Click on Begin Hiring Proposal 	
	<p><u>Click on Start Action for Hiring Proposal for Different Position Description:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Search Positions to Begin Action On (if you do not have an available position, see <i>Creating Positions for Multiple Hires</i>) <input type="checkbox"/> Click on Start Action 	
IN HIRING PROPOSAL	<p><u>In Hiring Proposal tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter Pay Rate <input type="checkbox"/> Select Rate Type (for TPT/Summer Session, select Per Month) <input type="checkbox"/> Enter Start and End Dates and Contract Start and End Dates <input type="checkbox"/> Select Transaction Code <input type="checkbox"/> Enter Moving Expenses if applicable <input type="checkbox"/> Select Employment Area Consultant – Fac Contracts & Services Office or SOM Faculty Contracts & Hiring <input type="checkbox"/> Complete Section Two – Rank, Tenure Code, Review Type, FTE 	
	<p><u>In Documents tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attach Justification Memo <input type="checkbox"/> Attach Signed Offer Letter and Equity Assessment 	
	<p><u>In Comments tab:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter notes and any information you need approvers to note 	
	<p>Go to Preview Action to confirm the information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit to next approver in the queue 	
	<p>Repeat the process ensuring to select a different position for each hire. For the last hire select Hiring Proposal for Position Description Listed Below.</p>	