

# Hiring Proposal Checklist

(Non-Competitive - Multiple Hires)

Once applicants apply through QuickLink, you will be ready to begin your Hiring Proposals:

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