

Hiring Proposal Checklist

(Competitive for Single Hire or Last of 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 hire 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 applicant 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 hire & 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 Position Description Listed Below:</u></p>	
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 (*for Open Rank recruitments enter the actual rank hiring for) 	
	<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 	