

Hiring Proposal Checklist

(Non-Competitive for Single Hire or Last of Multiple Hires)

Once applicant applies through QuickLink, you will be ready to begin your Hiring Proposal:

Information Required in Action		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 applicant you intend to hire to determine if he/she self-identified gender and race/ethnicity* <input type="checkbox"/> Click on Return to Previous <p><i>*If the applicant 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 and select 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 	
	<p><u>In Documents tab:</u></p> <ul style="list-style-type: none"> <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 	