

Applicant Tracking

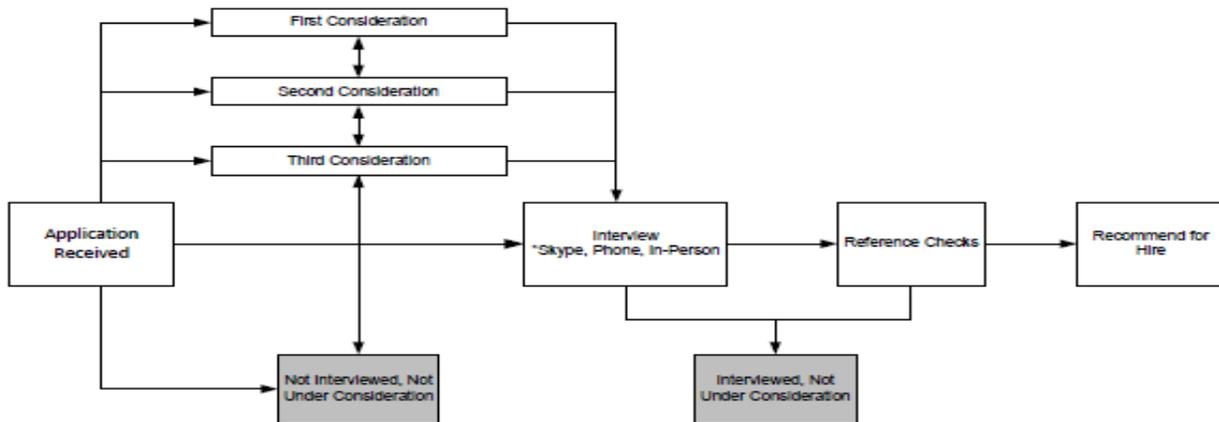
How do I start a Hiring Proposal?

All actions related to hiring are located in the Applicant Tracking Module. Once you have logged into **Recruit**, go to the **three blue buttons** at the top left, and choose Hire. When you have changed to this module, the color of the top bar will be **blue**.

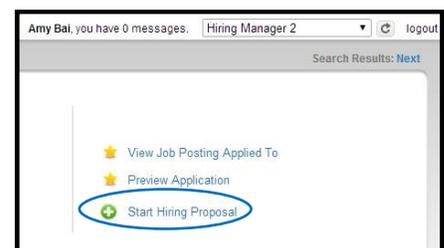


Please make sure that you have changed your user group to **Applicant Reviewer**. Once you have done so, find the posting from which you will hire your candidate, and go to the **Applicants** tab. Click on the candidate's name to access her/his record, and choose **Recommend for Hire** from the Action menu at the top right of the page.

Please note! Your candidate must go through the appropriate steps of the **Applicant Workflow** before Recommend for Hire will be available. Please see the user guide How Do I Manage a Search if you have questions about the Applicant Workflow.



Once you have moved your candidate to the Recommend for Hire workflow step, you should change your User Group to either Hiring Manager 1, Hiring Manager 2, Department Head, or Senior Officer, depending on the access available in your User Profile. You do not need to leave the page: simply choose the appropriate User Group from the menu. When your User Group has changed, you will see a link at the top right of the page, where the Action menu was. Click the Start **Hiring Proposal** link to begin the hiring proposal.



If this is a Staff position, the system will ask you to review the job description associated with the new hire. The job description currently associated will be listed at the top of the page: below this, you will see a list of all job descriptions to which you have access. If this associated job description is correct, please click select this job description.

Note: For Casual and Seasonal positions, job descriptions are not associated with hiring proposals, and this step will not be included in the process.

Selected Staff Job Description

This Hiring Proposal is currently connected to the following Staff Job Description:

- Laboratory Instructor

Select Position Description

To change the Staff Job Description connected to this Hiring Proposal, please select an alternative Staff Job Description using the Search below.

Staff Job Descriptions

Saved Searches Search [More Search Options](#)

All Job Descriptions

"All Job Descriptions" 966

← Previous 1 2 3 4 5 6 7 8 9 ... 32 33 Next →

	Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Hiring Manager 1 Access	Status	(Actions)
<input type="radio"/>	Academic Counselor	10043	Upward Bound	Jesse	Blackburn	Director of Upward Bound (Bridget Mullen)		Active	Actions
<input type="radio"/>	Academic Department Coordinator	10019	Government	Lynne	Atkinson			Active	Actions
<input type="radio"/>	Academic Department Coordinator	10090	Education	Lynn	Brettler			Active	Actions

The Hiring Proposal is organized by **tabs**, which can be found on the left side of the page. Each tab contains information specific to an aspect of the new hire. The first tab, Hiring Details, includes details about the new hire’s start and end dates, hours worked, FTE, and salary. Job Details includes information about the position, shift, and benefits eligibility, and Budget will be a locked tab including information pulled from the Posting Request. If you need to make changes to any of the information on the Budget tab, please use the comments box provided. The Onboarding tab includes information that will allow HR to facilitate the set-up of a computer, phone, ID, and directory entry for your new hire. If you do not know this information or it isn’t applicable to your new hire, you can leave it blank but please update the Employment & Staffing Coordinator with that information once its known so it can be entered into Workday.



When you are finished modifying the job description, move to the **Hiring Proposal Summary** tab, and go to the **menu** in the top right section of the page to **submit** it into the approval workflow. You should have several options in this menu: you may save the request and finish it later by clicking **Keep Working on this Hiring Proposal**, or you may **Cancel** it if it was done in error or is no longer needed.



- You have the ability to add an action to a Watch list, located on your home page, where you can easily keep track of its progress through the approval steps.

Watch List (4 items)

Job Postings (2) Hiring Proposals (0) Position Requests (2)

Title	Type	Current State	State Owner	Creator
Modify Position Description: Campus Party Planner	Staff	Draft	Amy Bai	Amy Bai
Hiring Proposal: Rosie Bai	Staff	Department Head Approval	Department Head	Amy Bai

- When you move the action to a different status, you have the ability to add this action to your Watch List. Check the option at the bottom of the dialogue box marked “Add this to your watch list?”
- When submitting for the next level of approval, you will also have the opportunity to add comments to the action separate from edits themselves. These will be saved in the Action’s history, and will be added to the notification email sent to the next person responsible for this action.
- Please refer to the attached workflow regarding the process in submitting a Hiring Proposal and the approval process.

Applicant Tracking

Staff and Casual Hiring Proposal Workflow

- Human Resources initiates staff and casual hiring proposals and can direct them to the appropriate person(s) involved in the hiring process.
- You may easily access both the posting information and the candidate's application materials via links in the hiring proposal summary.

Hiring Proposal Workflow for Staff Positions

