Quick Steps for Creating an Employment Recommendation
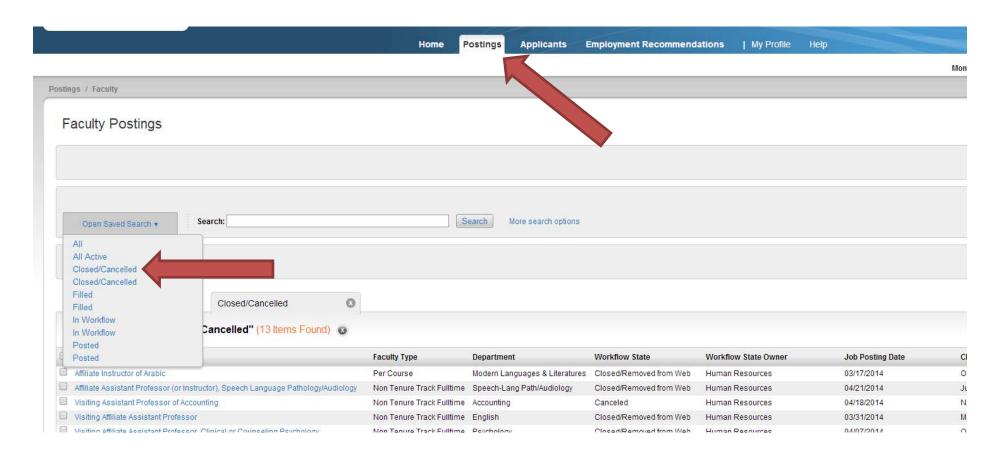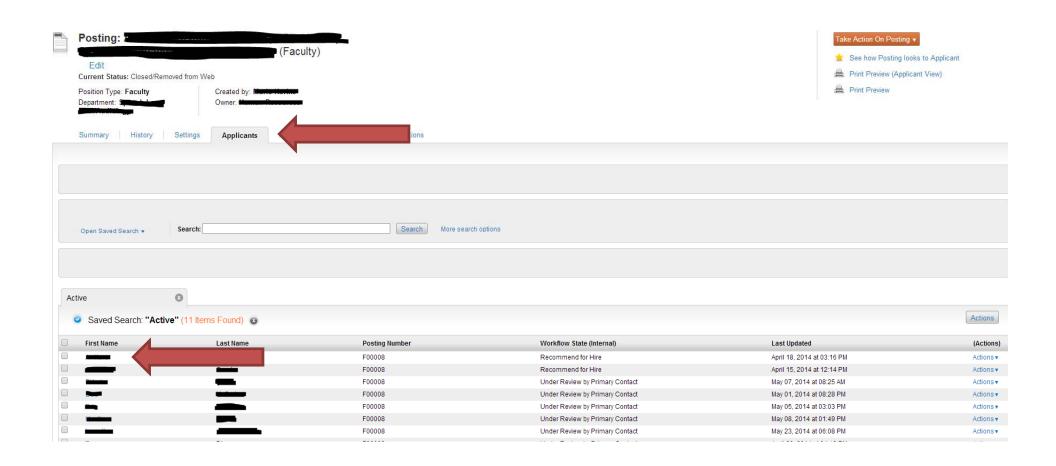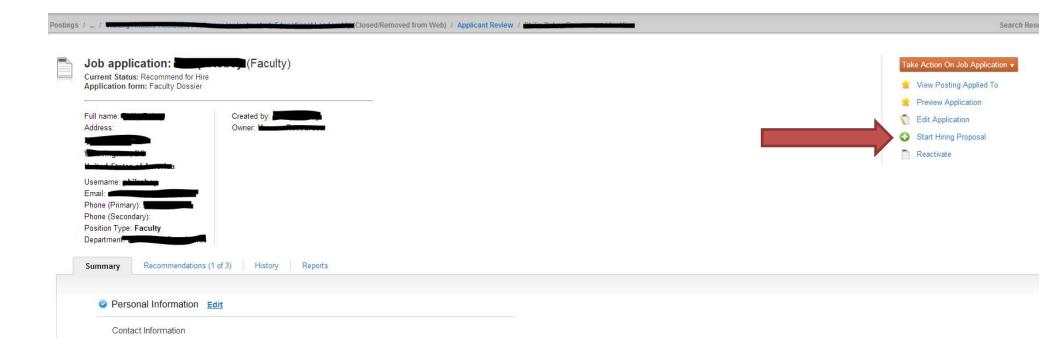
Step 1. Email your HR Generalist when you are ready to **close** your position and request a **background check** on your finalist.
- Once the position is closed and the finalist has a completed background check, please notify your HR Generalist to update the finalist to "**Recommend for Hire**".

Step 2. After the previous step has been completed, please click into the **Postings** tab at the top of your screen, mouse over "**Open Saved Search**" and select "**Close/Cancelled**". Find and click the position that you would like to create an **Employment Recommendation** for. (*NOTE***Open Saved Search** only works with Chrome and Mozilla Firefox web browsers)

Step 3. After you have clicked the position title, please click the **Applicants** tab. From here click the name of the finalist that has the "**Recommend for Hire**" workflow status.

Step 4. Once you've clicked the applicant's name, click "**Start Hiring Proposal**".

Job application: (Faculty)

Current Status: Recommend for Hire
Application form: Faculty Dossier

Full name:
Address:

Username:
Email:
Phone (Primary):
Phone (Secondary):
Position Type: **Faculty**
Department:

Created by:
Owner:

Take Action On Job Application ▾

⭐ View Posting Applied To
⭐ Preview Application
📄 Edit Application
➕ Start Hiring Proposal
📄 Reactivate

Summary | Recommendations (1 of 3) | History | Reports

🔵 Personal Information **Edit**

Contact Information

Step 5. Click "**Start Hiring Proposal**"

Starting Hiring Proposal

Applicant: ▓▓▓▓▓▓▓

Posting: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

[Start Hiring Proposal] or Cancel

Step 6. Please complete all of the fields in **Hiring Information.**

Hiring Proposal

Employment Recommendation

Summary

ABC ✓ Check spelling ▼

A completed background check must be on file in Human Resources prior to submitting an employment recommendation.

* Required Information

Applicant/Prospective Employee Information

First Name	▬▬
Middle Name	▬▬
Last Name	▬▬
Address1	▬▬▬▬
Address2	
City	▬▬▬
State	▬
Zip Code	▬▬
Mobile Phone	▬▬▬
Work Phone	
Email	▬▬▬▬

Position Information

Title	~~Visiting Affiliate Assistant Professor/or Instructor~~
Posting Number	▬▬
Faculty Type	▬▬▬

Hiring Information

* **Position Title or Rank** [   ] This field is required.

* **Salary** [   ] This field is required.

Full GL # 11-▬▬▬

If replacing, whom [   ]

* **Start Date** [   ] This field is required.

* **Type of hire** [Please select ▼] This field is required.

* **Highest Degree** [   ] This field is required.

* **Year Earned degree** [   ] This field is required.

Semester/year for tenure review [   ]

Step 7. After review please submit the **Employment Recommendation** to the next appropriate approval step. The Employment Recommendation Workflow is below. The **Employment Recommendation** must go through all of the steps of the approval workflow in order for an offer letter to be generated (staff/admin) or a contract to be processed (faculty).

| Home | Postings | Employment Recommendations | My Profile | Help |

you have 0 messages.   logout

... / ▬▬▬▬ (Recommend for Hire) / **Hiring Proposal** / Summary

Hiring Proposal: ▬▬▬▬ (Faculty)   Edit

Current Status: ▬▬

Position Type: ▬▬▬
Department: ▬▬▬▬▬

Created by: ▬▬▬▬
Owner: ▬▬▬▬

Applicant: ▬▬▬▬
Posting: ▬▬▬▬

Take Action On Employment Recommendation ▾

WORKFLOW ACTIONS

Keep working on this Employment Recommendation

Canceled (move to Hiring Proposal Canceled)

AA Compensation approval (move to AA Compensation)

Summary   History   Settings

Employment Recommendation Workflow	
Faculty Employment Recommendations	**Staff/Admin Employment Recommendations**
Hiring Manager/Delegate	Hiring Manager/Delegate
Director/Chair/DeptHd	Director/Chair/DeptHd
Asst/Asso VP/Dean	Asst/Asso VP/Dean
AA Compensation	HR Compensation
VP	VP
Faculty Contract Pending	Offer Letter Pending
Hiring Proposal Complete	Hiring Proposal Complete