

Quick Steps for Creating an Employment Recommendation

Step 1: Email your HR Partner 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 Partner 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 **“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)

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Postings', 'Applicants', 'Employment Recommendations', 'My Profile', and 'Help'. The 'Postings' tab is selected. Below the navigation bar, there is a search area with a search box, a 'Search' button, and a link for 'More search options'. A dropdown menu is open under 'Open Saved Search', showing options: 'All', 'All Active', 'Closed/Cancelled', 'Closed/Cancelled', 'Filled', 'Filled', 'In Workflow', 'In Workflow', 'Posted', and 'Posted'. A red arrow points to the 'Closed/Cancelled' option in the dropdown. Below the search area, there is a table of faculty postings. The table has columns for 'Faculty Type', 'Department', 'Workflow State', 'Workflow State Owner', 'Job Posting Date', and 'CI'. The first few rows of the table are visible.

	Faculty Type	Department	Workflow State	Workflow State Owner	Job Posting Date	CI	
<input type="checkbox"/>	Affiliate Instructor of Arabic	Per Course	Modern Languages & Literatures	Closed/Removed from Web	Human Resources	03/17/2014	O
<input type="checkbox"/>	Affiliate Assistant Professor (or Instructor), Speech Language Pathology/Audiology	Non Tenure Track Fulltime	Speech-Lang Path/Audiology	Closed/Removed from Web	Human Resources	04/21/2014	Jt
<input type="checkbox"/>	Visiting Assistant Professor of Accounting	Non Tenure Track Fulltime	Accounting	Canceled	Human Resources	04/18/2014	N
<input type="checkbox"/>	Visiting Affiliate Assistant Professor	Non Tenure Track Fulltime	English	Closed/Removed from Web	Human Resources	03/31/2014	M
<input type="checkbox"/>	Visiting Affiliate Assistant Professor, Clinical or Counseling Psychology	Non Tenure Track Fulltime	Psychology	Closed/Removed from Web	Human Resources	04/07/2014	O

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.

Posting: [REDACTED] (Faculty)

[Edit](#)

Current Status: Closed/Removed from Web

Position Type: Faculty Created by: [REDACTED]
Department: [REDACTED] Owner: [REDACTED]

[Take Action On Posting](#)

[★ See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

[Summary](#) | [History](#) | [Settings](#) | **[Applicants](#)** | [Actions](#)

Open Saved Search ▾ Search: [Search](#) [More search options](#)

Active ✕


[Saved Search: "Active" \(11 Items Found\)](#) ✕ [Actions](#)

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Recommend for Hire	April 18, 2014 at 03:16 PM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Recommend for Hire	April 15, 2014 at 12:14 PM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 07, 2014 at 08:25 AM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 01, 2014 at 08:28 PM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 05, 2014 at 03:03 PM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 08, 2014 at 01:49 PM	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 23, 2014 at 06:08 PM	Actions ▾

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




Postings / ... / [Redacted] (Closed/Removed from Web) / Applicant Review / [Redacted]


Search Res

 **Job application:** [Redacted] (Faculty)
Current Status: Recommend for Hire
Application form: Faculty Dossier


Full name: [Redacted]	Created by: [Redacted]
Address: [Redacted]	Owner: [Redacted]
[Redacted]	
[Redacted]	
Username: [Redacted]	
Email: [Redacted]	
Phone (Primary): [Redacted]	
Phone (Secondary): [Redacted]	
Position Type: Faculty	
Department: [Redacted]	

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"

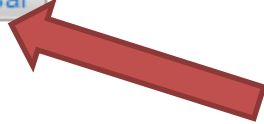
Postings / ... / Applicant Review / [REDACTED] (Recommend for Hire) / New Employment Recommendation

Starting Hiring Proposal

Applicant: [REDACTED]

Posting: [REDACTED]

or [Cancel](#)



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

Hiring Proposal

[Employment Recommendation](#)

[Summary](#)

 [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 [REDACTED]
Middle Name [REDACTED]
Last Name [REDACTED]
Address1 [REDACTED]
Address2 [REDACTED]
City [REDACTED]
State [REDACTED]
Zip Code [REDACTED]
Mobile Phone [REDACTED]
Work Phone [REDACTED]
Email [REDACTED]

Position Information

Title [REDACTED]
Posting Number [REDACTED]
Faculty Type [REDACTED]

Hiring Information

* Position Title or Rank This field is required.
* Salary This field is required.
Full GL # 11- [REDACTED]
If replacing, whom
* Start Date This field is required.
* Type of hire 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: ██████████

Created by: ██████████

Department: ██████████

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