

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)**

The screenshot shows the HR system interface. At the top, there is a navigation bar with tabs: Home, Postings, Applicants, Employment Recommendations, My Profile, and Help. The 'Postings' tab is selected. Below the navigation bar, there is a section titled 'Faculty Postings'. On the left side of this section, there is a dropdown menu labeled 'Open Saved Search'. The dropdown menu is open, showing a list of search filters: 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 menu. Another red arrow points to the 'Postings' tab in the navigation bar. Below the dropdown menu, there is a search bar with the text 'Search:' and a 'Search' button. To the right of the search bar, there is a link that says 'More search options'. Below the search bar, there is a table with the following columns: Faculty Type, Department, Workflow State, Workflow State Owner, Job Posting Date, and a column with a small 'C' icon. The table contains several rows of data, including 'Affiliate Instructor of Arabic', 'Affiliate Assistant Professor (or Instructor), Speech Language Pathology/Audiology', 'Visiting Assistant Professor of Accounting', 'Visiting Affiliate Assistant Professor', and 'Visiting Affiliate Assistant Professor, Clinical or Counseling Psychology'. A red arrow points to the 'Closed/Cancelled' option in the dropdown menu.

Faculty Type	Department	Workflow State	Workflow State Owner	Job Posting Date	C
Per Course	Modern Languages & Literatures	Closed/Removed from Web	Human Resources	03/17/2014	O
Non Tenure Track Fulltime	Speech-Lang Path/Audiology	Closed/Removed from Web	Human Resources	04/21/2014	Ju
Non Tenure Track Fulltime	Accounting	Canceled	Human Resources	04/18/2014	N
Non Tenure Track Fulltime	English	Closed/Removed from Web	Human Resources	03/31/2014	M
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]
[REDACTED] (Faculty)
[Edit](#)
Current Status: Closed/Removed from Web
Position Type: Faculty
Department: [REDACTED]
Created by: [REDACTED]
Owner: [REDACTED]

Take Action On Posting ▼

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

Summary | History | Settings | Applicants

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

Active

✓ Saved Search: "Active" (11 Items Found)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
☐	[REDACTED]	[REDACTED]	F00008	Recommend for Hire	April 18, 2014 at 03:16 PM	Actions ▼
☐	[REDACTED]	[REDACTED]	F00008	Recommend for Hire	April 15, 2014 at 12:14 PM	Actions ▼
☐	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 07, 2014 at 08:25 AM	Actions ▼
☐	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 01, 2014 at 08:28 PM	Actions ▼
☐	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 05, 2014 at 03:03 PM	Actions ▼
☐	[REDACTED]	[REDACTED]	F00008	Under Review by Primary Contact	May 08, 2014 at 01:49 PM	Actions ▼
☐	[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]

Address: [redacted]

[redacted]

[redacted]

Username: [redacted]

Email: [redacted]

Phone (Primary): [redacted]

Phone (Secondary): [redacted]

Position Type: Faculty

Department: [redacted]

Created by: [redacted]

Owner: [redacted]

Summary

Recommendations (1 of 3)

History

Reports



Personal Information

Edit

Contact Information

Take Action On Job Application ▾



View Posting Applied To



Preview Application



Edit Application



Start Hiring Proposal



Reactivate



Step 5. Click “Start Hiring Proposal”

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

Starting Hiring Proposal

Applicant: [REDACTED]

Posting: [REDACTED]

[Start Hiring Proposal](#) or [Cancel](#)



Step 6. Please complete all of 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:
 Department:
 Applicant:
 Posting:

Created by:
 Owner:

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