Hiring Proposal-AAF (Hiring Manager)

PEOPLEADMIN ONLINE HIRING SYSTEM
ACADEMIC STAFF/ADMINISTRATORS/FACULTY
UW RIVER FALLS
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Overview - Offer and Hiring Proposal
Upon the Search Committee making its final recommendation, the Hiring Manager will:
  • receive an email indicating that a(n) applicant(s) is/are ‘Recommended for Hire’
  • make a decision on which candidate to hire
  • extend/negotiate a verbal offer to the selected candidate which is both:
    o within the FTE and salary parameters on the approved posting, and
    o contingent on a successful criminal background check

If the verbal offer is accepted, the Hiring Manager (which is the College Dean for faculty searches) will then initiate the Hiring Proposal within PeopleAdmin. The Hiring Proposal is a system form which combines the job information in the posting, the applicant’s information from their application, and the salary and start date information you have decided on or negotiated.

If the offer is not accepted, contact HR to discuss next steps.

Login Page
Upon acceptance of a verbal offer, log into PeopleAdmin to create the posting.

Login Page:  https://jobs.uwrf.edu/hr
User Name:  Falcon ID (w#)
Password:  Falcon account password

Change Roles
Upon logging in, ensure that your role is set to Hiring Manager, so you have the ability to create the Hiring Proposal and send it to Human Resources. If needed, select Hiring Manager from the drop down. Once you have successfully changed your role, you should see a green notification on the top of your screen.
**Hiring Proposal Process**

**Locate the Posting and Applicant Summary**
From the top menu, click on **Posting**, then **Academic Staff/Administrators/Faculty**. Locate the desired posting and click on it. The Workflow State for the posting should be “Closed/Removed from Web.”

**Click on the Applicants tab and select the applicant** to be hired. This applicant **must** have the Workflow State (Internal) of “Recommended for Hire” in order for you to initiate a Hiring Proposal (using the Hiring Manager role).

**Start Hiring Proposal**
Once in the applicant record, click on the **Summary** page. This is the only page where you will see the green circle and plus sign to Start Hiring Proposal. Click on **Start Hiring Proposal**.
PeopleAdmin Online Recruitment System
Academic Staff/Administrators/Faculty
Hiring Proposal
(Hiring Manager)

Figure 4: Start Hiring Proposal
The next screen gives you one more chance to verify the Applicant and the associated posting. Click on the **Start Hiring Proposal** button if you are ready to move forward. Otherwise, **Cancel** the action.

Figure 5: Verification

Enter the Hiring Proposal Data
Most of the data for the hiring proposal will be automatically filled in based on the position posting and the applicant’s data. As Hiring Manager, under the Hiring Information area found at the bottom of the page, you supply the following data fields:

- Reason for Selection of Candidate
- Actual Start Date
- Actual Starting Salary
Attach Supporting Documents
Under Hiring Proposal Documents, you must upload the following by clicking on **Actions > Upload New:**

- **Search Narrative** containing the strengths and weaknesses of the applicants interviewed (supplied to you by the Search Chair).
- **Position Description** (using the Microsoft Word template) which includes the candidates name and your signature.

You also have the opportunity to attach an additional document addressing any **Special Considerations** negotiated and offered to the new hire. Documents may be uploaded as an XX.doc or created using the simple editor within PeopleAdmin. Do not upload .pdf documents.

**Course Assignments** is generally used only for Ad Hoc hires, and are not required for an AAF hire.

Submit Hiring Proposal to HR
Under Hiring Proposal **Summary**, the Hiring Proposal information may be reviewed for completeness. The last step is to **Take Action on Hiring Proposal** and **Send to HR for Background Check and Offer Letter.**
To ensure that the action was successful, look for a green bar at the top of your screen with a transition message.

Figure 9: Successful transition confirmation

Monitor Hiring Proposal Status
Once you have sent the Hiring Proposal to **HR for Background Check and Offer Letter**, you may monitor the status on the **Hiring Proposal tab** of the Home page or through your **Watch List**. Hiring Proposals will move through the following status:

- **HR for Background Check and Offer Letter** - HR is in process of preparing documents and mailing to applicant
- **Contract/Letter Issued** – Pending applicant return of signed contract and background check form
- **Offer Letter and Background Check Complete** – Background check passed
- **Hiring Proposal Complete** – Applicant has submitted other new hire paperwork and HR has entered into HRS.

Close out the Posting
Once the applicant is in a status of ‘Offer Letter and Background Check Complete’, please communicate with HR as to the status of the other applicants who might have been “Recommended for Hire” but not hired so that HR may close the posting. Any further conversations with alternate finalists not selected need to take place before HR closes the posting. Once the posting is closed, automated email messages will be sent to the finalists indicating that they were not selected.

The search is not over until all applicants have a final status, the Hiring Proposal is Complete, and the posting is in a ‘Filled’ Workflow State.

Prepare for New Hire’s Arrival
To prepare for the new employee’s arrival, use the [New Employee Orientation Checklist](#) found on Human Resources New Employee Onboarding web page.