

Create & Route a FT Faculty Hiring Proposal – Hiring Manager / Dean

All full-time faculty positions must be posted for a minimum of 30 days before a final offer of employment may be extended to a candidate. Do not submit a Hiring Proposal before the 30 days posting period elapses.

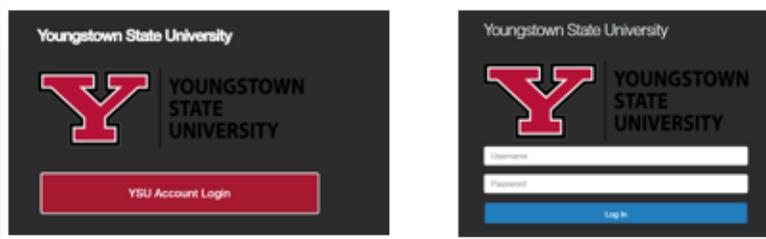
Full-time Faculty Hiring Proposal Workflow States



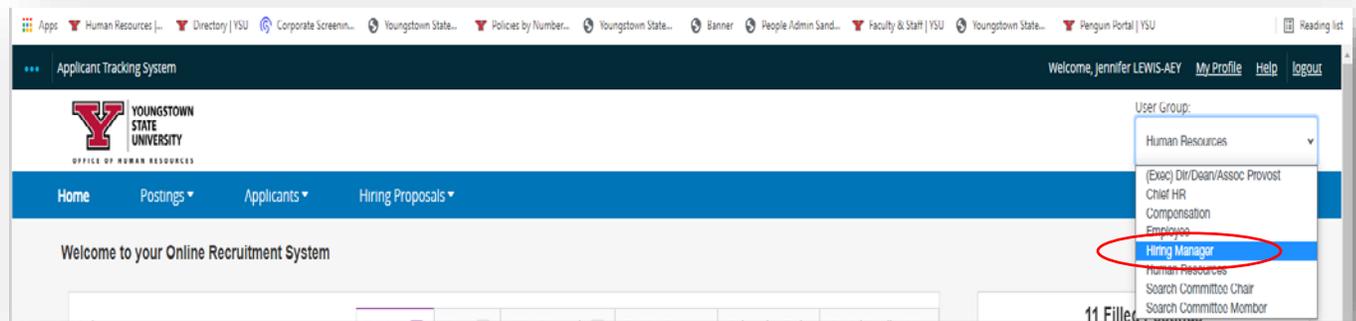
Figure 1. FT Faculty Hiring Proposal Workflow

* HR makes offer once a clear background check is received.

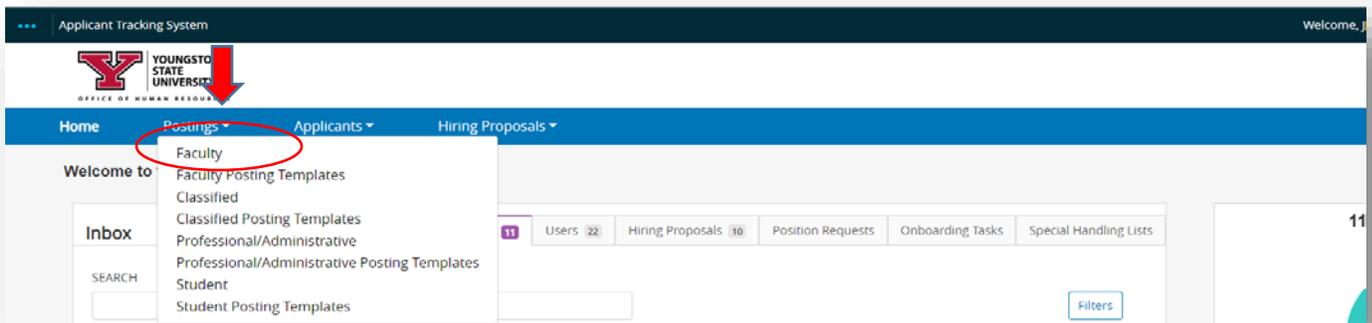
- 1) Log into [PeopleAdmin](#) with your YSU credentials.



- 2) In the Applicant Tracking Module, change your Current User Group to **Hiring Manager**.



- 3) Click on the **Postings** drop down menu and select the appropriate position type.



4) Click the title of the appropriate position.

The screenshot shows the 'Faculty Postings' interface. At the top right is a '+ Create New Posting' button. Below it is a search bar with 'Saved Searches' and 'More Search Options' buttons. A 'Recent Faculty Postings' panel is open, displaying a table with the following data:

Position Title	Department	Workflow State	Last Status Update	Posting Number	Actions
Part-Time Faculty in Gerontology	Sociology Anthropology Gerontology	Posted	November 27, 2017 at 03:09 PM	F00298	Actions
Part-Time Graduate Faculty, Social Gerontology	Sociology Anthropology Gerontology	Posted	November 02, 2017 at 02:05 PM	F00291	Actions

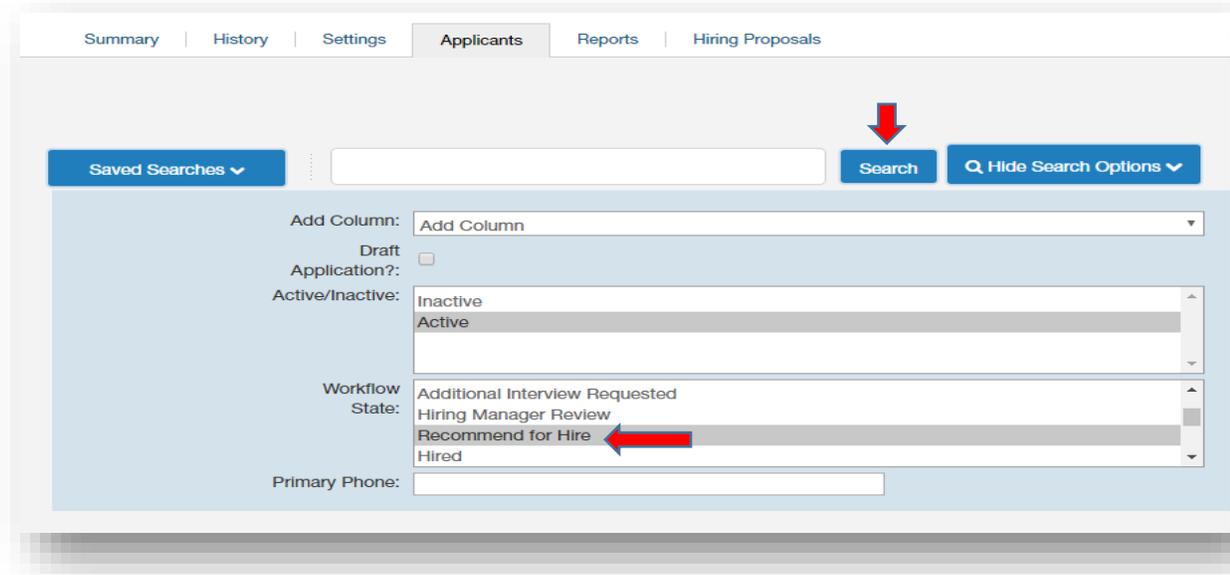
5) Enter the Applicants portion of the posting by clicking the **Applicants** tab.

The screenshot shows the 'Applicant Review' page for the posting 'Part-Time Graduate Faculty, Social Gerontology (Faculty)'. The page includes a breadcrumb trail: 'Postings / Faculty / Part-Time Graduate Faculty, Social Gerontology (Posted) / Applicant Review'. The main content area has a tabbed interface with 'Applicants' selected. A red arrow points to the 'Applicants' tab. Below the tabs is a search bar with 'Saved Searches', 'Search', and 'More Search Options' buttons. An 'All Applications' panel is open, showing '6' records.

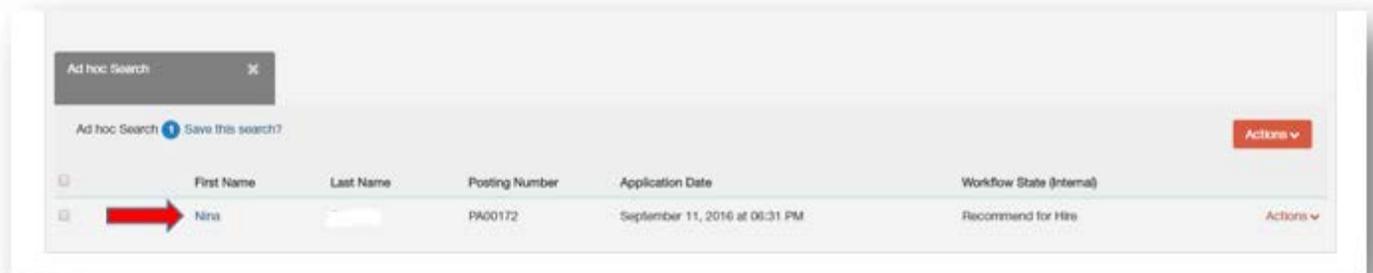
6) Click **More Search Options**.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'More Search Options' button in the search bar.

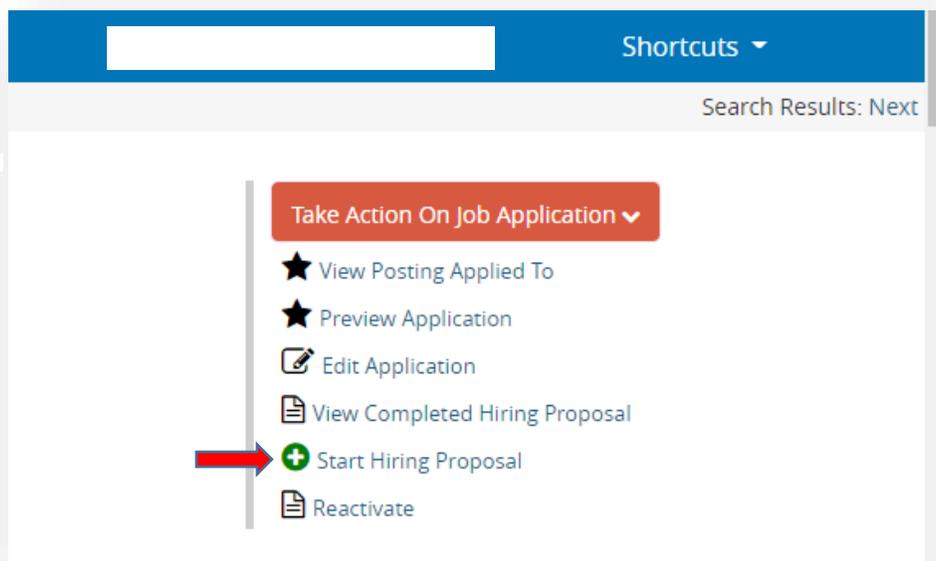
7) Find and highlight with one click the *Workflow State* of **Recommend for Hire**. Click **Search**.



8) Click on the name of the candidate displayed.



9) Click **Start Hiring Proposal**.



10) Enter a Jobs Effective Date (your best-case scenario for a start date, utilize the beginning of a pay period) and indicate that you have satisfactorily **checked three of the candidate's references** by clicking the box where indicated. If you are offering a **Relocation Allowance**, please use the field and comment if the allowance exceeds the standard. Please enter only in the specified field. Enter the proposal annual salary (utilizing an amount referenced from the Posting's Budget Summary Salary Range (any offer outside of that range will require justification and additional approvals).

Banner ID

Date of Birth

I have checked 3 references and they are satisfactory. 

Relocation Allowance 

Comments (Other)

(No allowance) ▼

Please select

(No allowance)

\$1,000 (Standard allowance)

Other (Note in comment)

If a relocation allowance other than the standard allowance is offered, a comment should be entered and a statement of justification uploaded to the hiring proposal for approval.

Position Information

Classification Title

Classification Code

Fair Labor Standards Act

Posting Number

Position Title

Position Number

Current Hire Date 

Home Organization

Leave Category Code

Contract Begin Date 

Contract End Date 

 **Jobs Effective Date** 

Personnel Date 

Job Change Reason

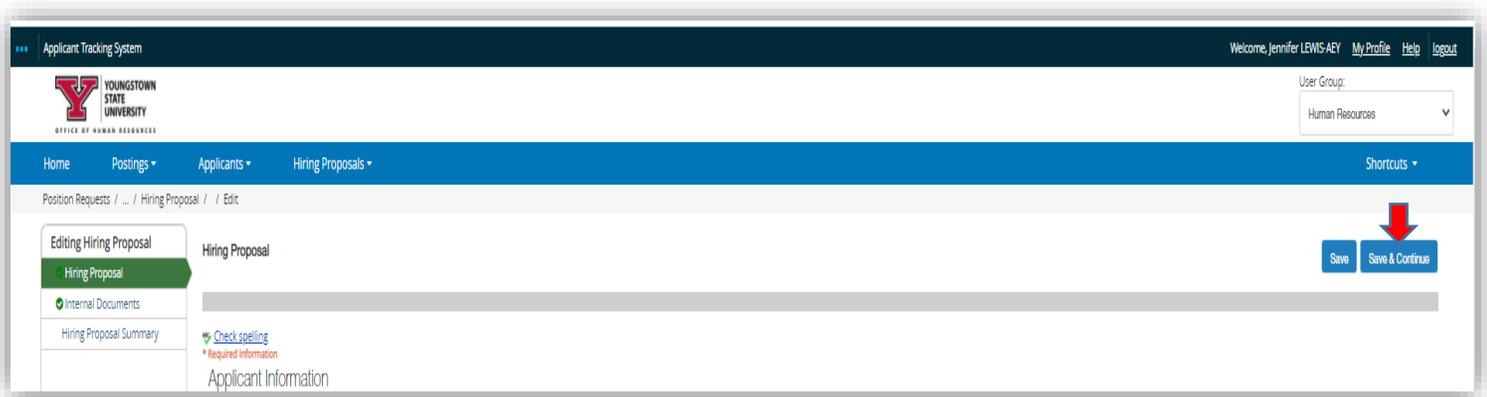
 Annual Salary

Regular Rate

The requested start date should be entered in this field. Full-time faculty always report the week before the semester starts.

If a salary is requested for full-time faculty outside of the current approved range, a statement of justification should be uploaded to the hiring proposal and a note should be added on the History tab.

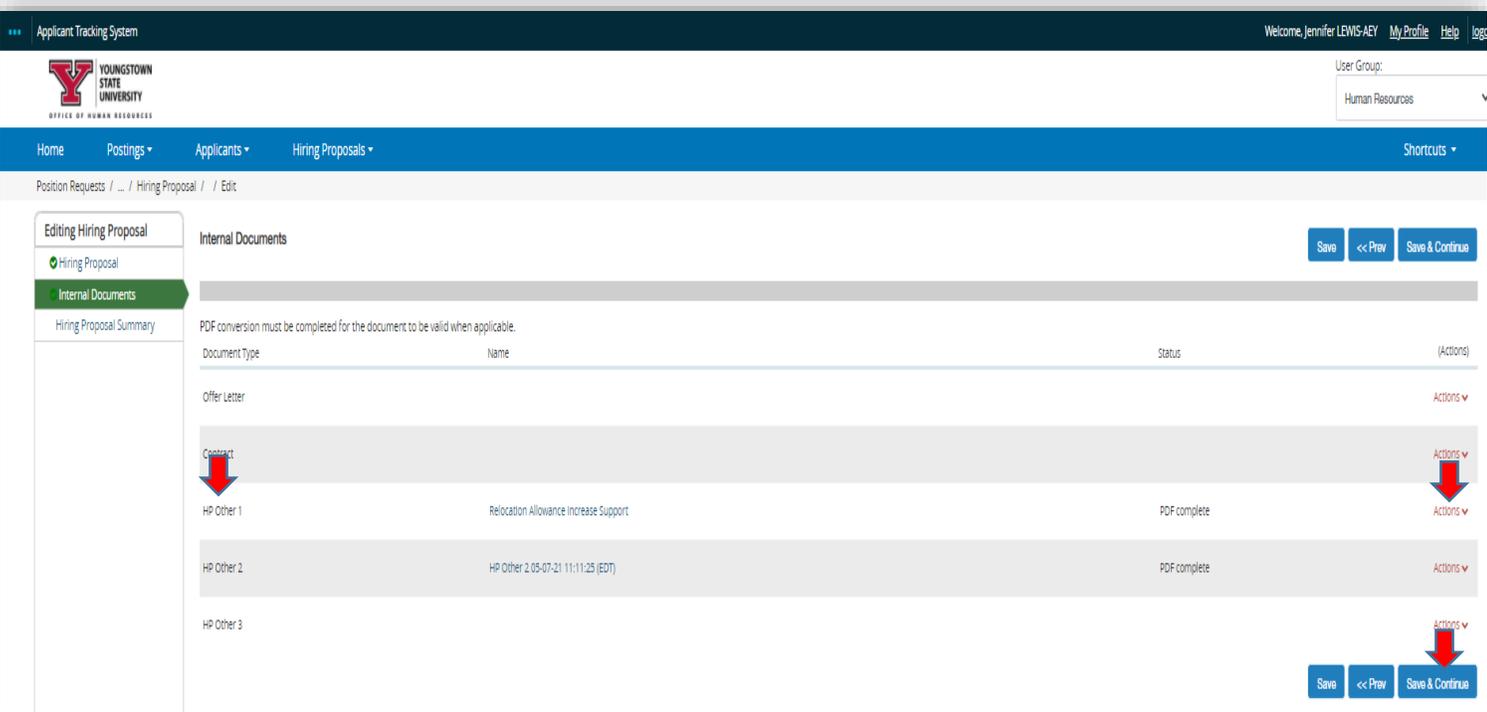
11) Once all position information has been populated in the hiring proposal, click **Save** and **Continue**.



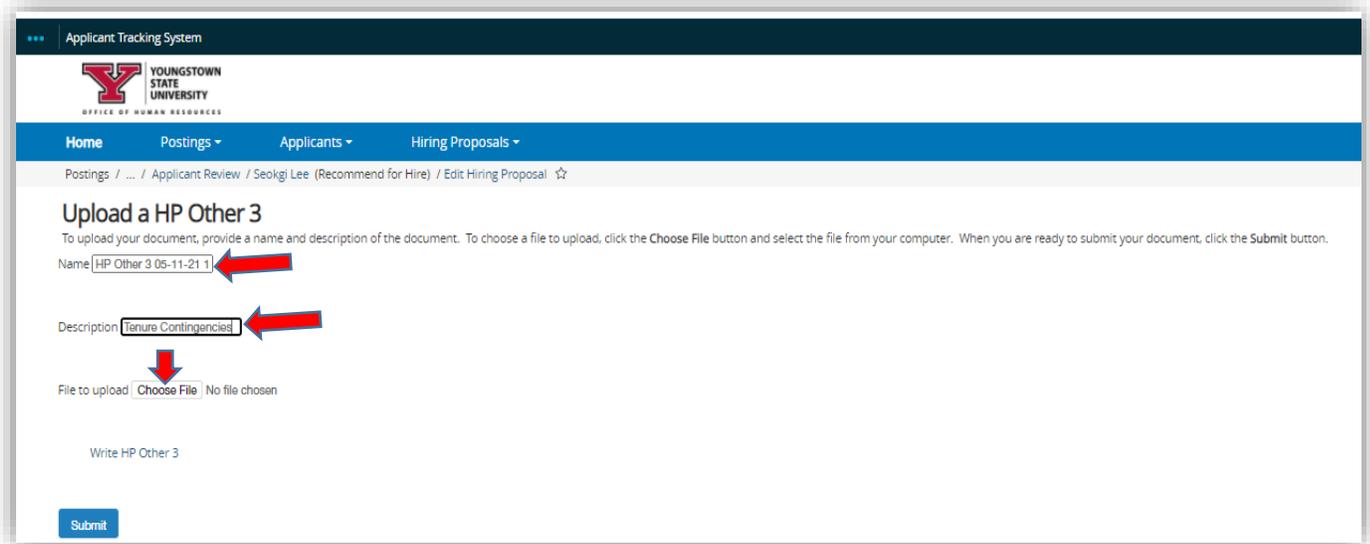
12) Internal documents are required to be uploaded in the following instances: a justification for any relocation allowance outside of the standard allowance; a justification if the salary offered is outside the approved range; and/or a document listing the tenure contingencies (if this is a tenure-track position).

To upload a document, use HP Other 1, 2, or 3 by using the Action drop down menu and selecting "Upload New."

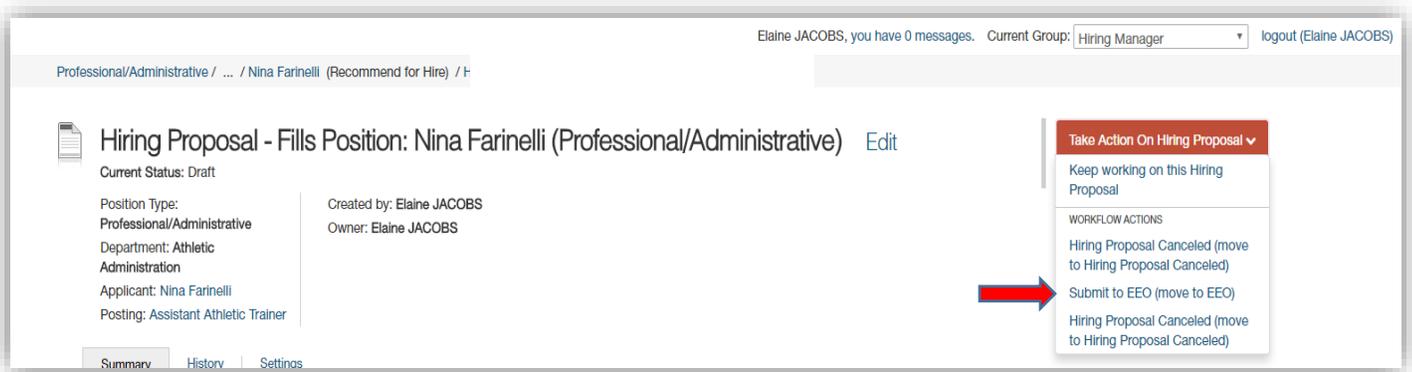
If no documents need to be uploaded, click the save and continue button and move to Step 14.



- 13) Delete and type the name of the document in the Name field. Then type a description of the document being uploaded in the Description Field. Then use the "Choose File" button to select and upload documents that you have created for, Relocation Allowance justification for any relocation allowance requested above the standard; justification of any salary outside of the approved salary range listed in the Budget Summary and/or (if applicable) Tenure Contingencies. Once the document is uploaded/selected, click the submit button. Repeat, if multiple documents require uploading, moving on to HP Other 2 and then HP Other 3, if necessary. Then use the save and continue button to return to the hiring proposal summary.



- 14) Hover over **Take Action on Hiring Proposal** and click "Submit to EEO (move to EEO)".



- 15) Add any applicable comments and click **Submit**. Add the item to your **Watch List** by checking the box, if desired.

