

Submitting a Hiring Proposal

1. After all candidates have been ranked a new “Begin Hiring Proposal” link will now be located beside the “Change Status” link for the incumbent.
2. Click on the “Begin Hiring Proposal” link to enter information about the candidate that has accepted your position.
3. The Hiring Manager will click on “Begin Hiring Proposal” link and **Start the Action for the Position Description Listed Below.**
4. The Hiring Manager will enter information into the form and select **Preview Action.**
5. Now the Hiring Manager is ready to submit the Hiring Proposal to the next level of approval.