

# **HIRING MANAGER'S USER'S GUIDE**

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**Tennessee State University:  
Viewing Applicants and  
Submitting a Hiring Proposal**

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# INTRODUCTION

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Welcome to the Tennessee State University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Requisitions to HR
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

## Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://www.Adobe.com).

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

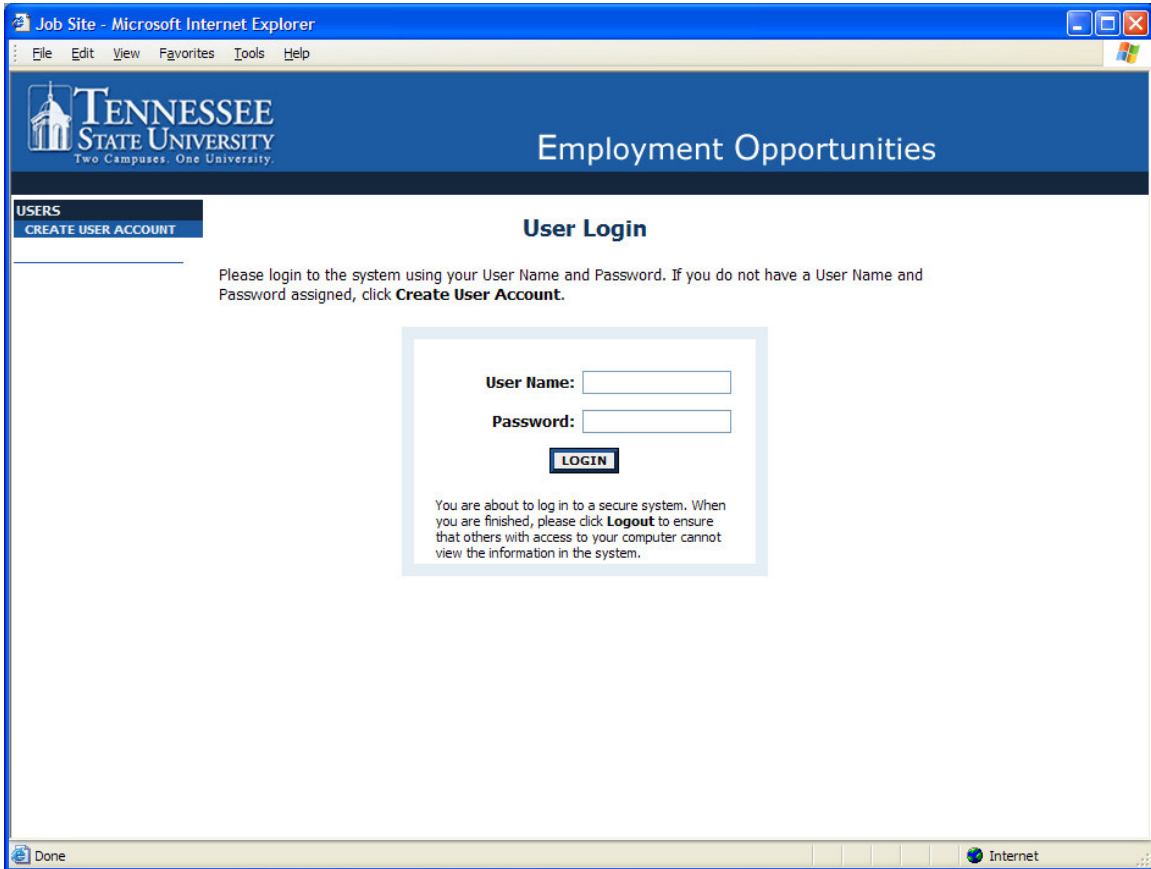
## Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

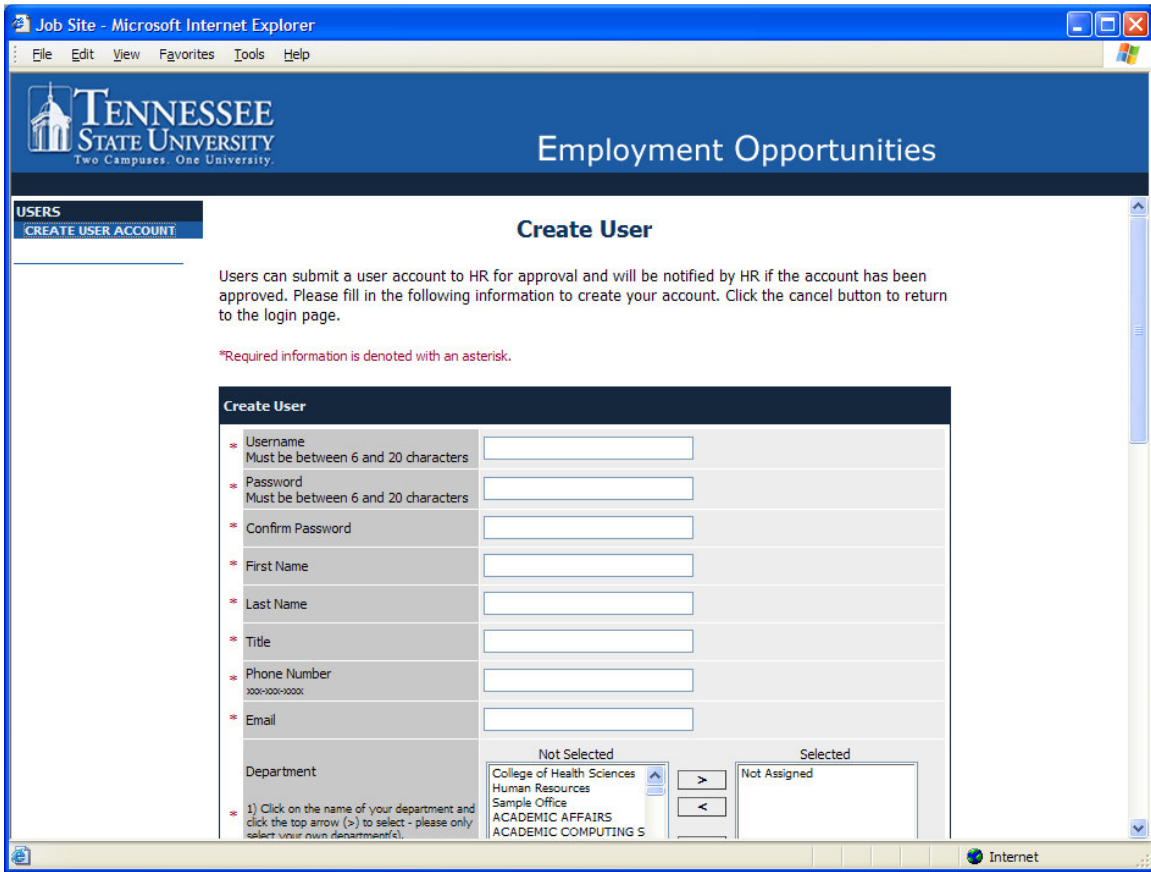
# GETTING STARTED

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After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



Before you may enter the site, you must create your own account by clicking on the “**Create User Account**” link on the left side of the screen. After you click this link, the following screen will appear:



Enter a user name and password, along with the rest of the requested information.

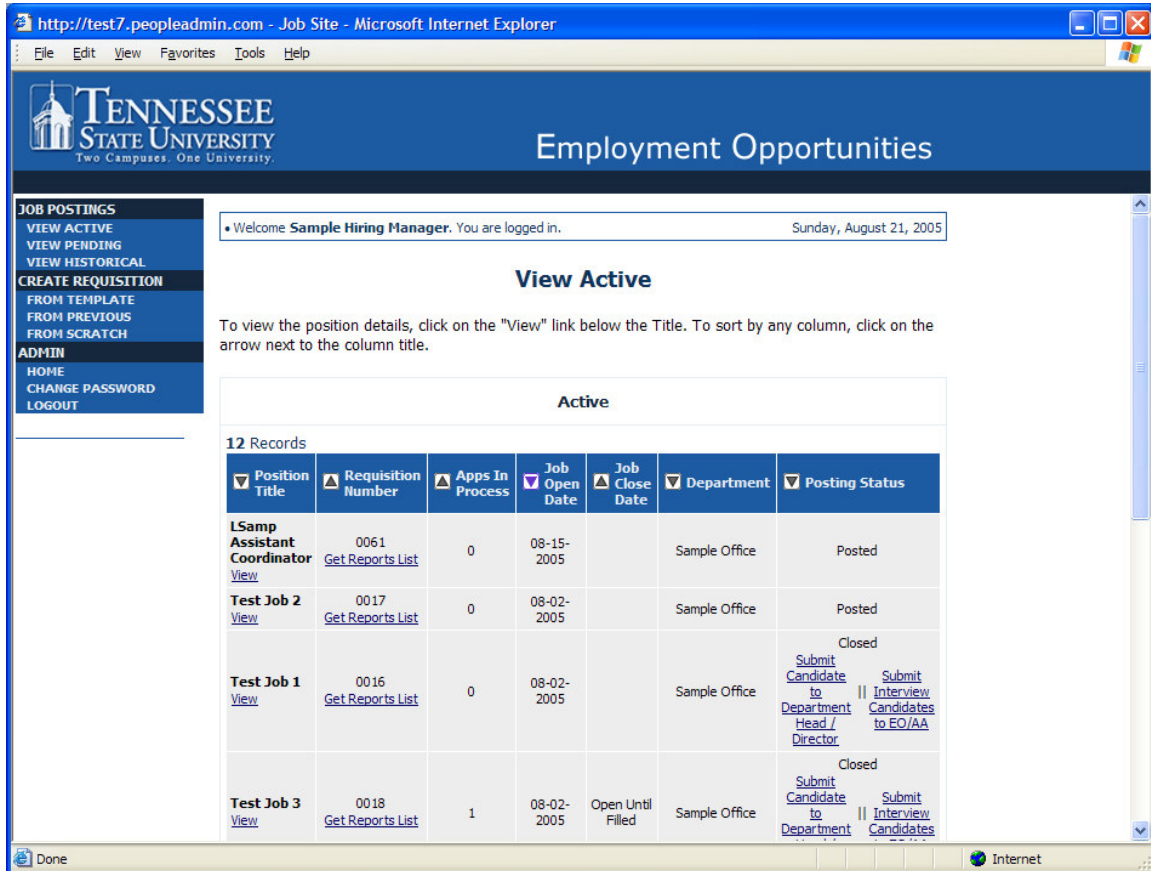
**Please write down your user name and password. You will need them each time you log in to the system.**

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

# VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a Requisition that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

**View Active:** Requisitions that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

**View Pending:** Requisitions that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

**View Historical:** Requisitions that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title. This will bring you to a screen similar to the following:

The screenshot shows a web browser window with the URL <http://test7.peopleadmin.com>. The page title is "Employment Opportunities" and the main heading is "View/Edit Posting - Secretary III". A navigation menu on the left includes options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". A welcome message reads: "Welcome, Sample Hiring Manager. You are logged in. Sunday, August 21, 2005".

At the top of the main content area, there are several tabs: "Applicants", "Posting Details", "Accounts", "Search Committee", "Direct Contact", "Posting Specific Questions", "Guest User", and "Notes / History". The "Applicants" tab is selected, showing a table of active applicants.

Name	Documents	Score	Date Applied	Status	Actions	All / None
<a href="#">balusek, cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-19-2005 History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Balusek, Cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-27-2005 History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Bell,</a> <a href="#">View Regular Application</a>	<a href="#">Cyr</a>    <a href="#">Res</a>	0	<a href="#">07-27-2005 History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Fields, Fonda</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-27-2005 History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>

Below the table, there is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". At the bottom of the page, there is a "Refresh" button, a "View Multiple" button, and a "VIEW MULTIPLE APPLICATIONS" button. A "Minimum Score:" input field is also visible.

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

## Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

The screenshot shows the 'Active Applicants' section of the Tennessee State University Employment Opportunities website. The page displays a table with 4 records. The table columns are Name, Documents, Score, Date Applied, Status, Actions, and All/None. Below the table are buttons for 'CHANGE MULTIPLE APPLICANT STATUSES', 'Refresh', and 'View Multiple'. The 'Refresh' section includes a 'Minimum Score' input box, 'Include' checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants', and a 'REFRESH' button. The 'View Multiple' section includes buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS', along with a 'CONTINUE TO NEXT PAGE >>' button and a 'SAVE AND STAY ON THIS PAGE' button.

Name	Documents	Score	Date Applied	Status	Actions	All / None
<a href="#">balusek, cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-19-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Balusek, Cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Bell,</a> <a href="#">View Regular Application</a>	<a href="#">Cvr</a>    <a href="#">Ltr</a> <a href="#">Res</a>	0	07-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>
<a href="#">Fields, Fonda</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input type="checkbox"/>

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to "Active Applicants" (active Applicants are those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.



## Viewing and Printing Applications

To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

The screenshot displays the 'Active Applicants' page on the Tennessee State University website. The page features a table with 4 records, each representing an applicant. The table columns are: Name, Documents, Score, Date Applied, Status, Actions, and All/None. Below the table, there are buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. A 'Refresh' section includes a 'Minimum Score' field and 'Include' checkboxes for 'Active Applicants' and 'Inactive Applicants'. A 'SAVE AND STAY ON THIS PAGE' button is located at the bottom left, and a 'CONTINUE TO NEXT PAGE >>' button is at the bottom right.

Name	Documents	Score	Date Applied	Status	Actions	All / None
<a href="#">balusek, cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-19-2005</a> <a href="#">History/ Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Balusek, Cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-27-2005</a> <a href="#">History/ Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Bell,</a> <a href="#">View Regular Application</a>	<a href="#">Cyr</a>    <a href="#">Res</a> <a href="#">Ltr</a>	0	<a href="#">07-27-2005</a> <a href="#">History/ Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Fields, Fonda</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	<a href="#">06-27-2005</a> <a href="#">History/ Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>

## Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

## Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

The screenshot shows a web browser window with the URL <http://test7.peopleadmin.com>. The page header includes the Tennessee State University logo and the text "Employment Opportunities". A navigation menu on the left lists options such as "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a welcome message for "Sample Hiring Manager" and the date "Sunday, August 21, 2005". Below this, the "Applicant History" section shows the name "balusek, cynthia". A table lists the history entries:

History	Modified By
06-19-2005 10:46 PM <i>Incomplete - Attached Application</i>	Applicant
06-19-2005 10:46 PM <i>Incomplete - Answered Questions</i>	Applicant
06-19-2005 10:47 PM NOTE: Document Associated (Resume_06-19-05_22-47-04CT)	Applicant
06-19-2005 10:47 PM <i>Incomplete - Attached Documents</i>	Applicant
06-19-2005 10:47 PM <i>Completed Application Process</i>	Applicant
06-19-2005 10:47 PM <i>Under Review by HR</i>	Applicant
06-19-2005 10:47 PM	Sample HR Administrator

Common History entries you may see for each applicant include:

**Incomplete – Attached Application** (indicating the applicant clicked the “Apply to this Position” button)

**Incomplete – Attached Questions** (indicating the applicant clicked the “Submit Questions” button)

**Incomplete – Attached Documents** (indicating the applicant clicked the “Finished Attaching Documents” button)

**Completed Application Process** (indicating that the applicant completed all necessary steps in applying for that position)

Others may appear, depending on your institution's hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

## Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

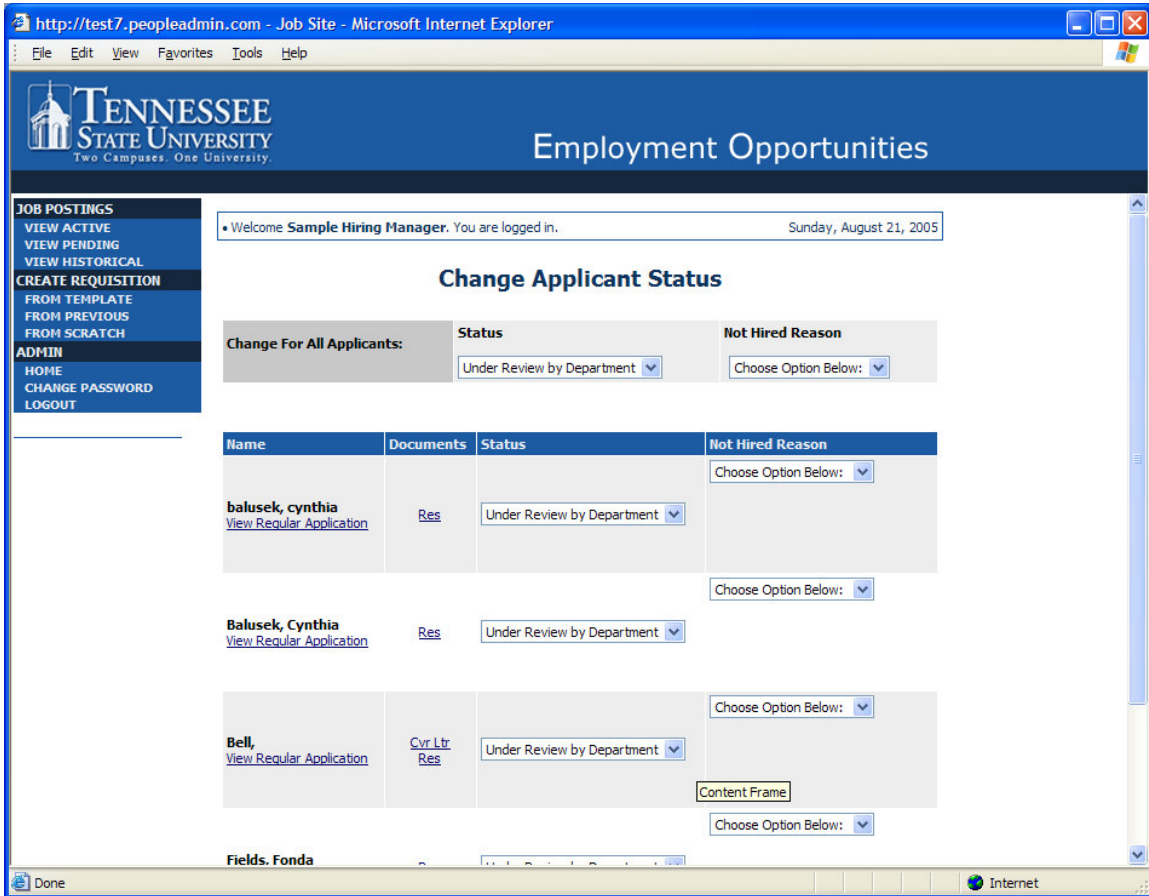
The screenshot shows a web browser window with the URL <http://test7.peopleadmin.com>. The page title is "Employment Opportunities" and the main heading is "View/Edit Posting - Secretary III". The page is for a "Sample Hiring Manager" who is logged in on Sunday, August 21, 2005.

The "Active Applicants" section shows 4 records in the following table:

Name	Documents	Score	Date Applied	Status	Actions	All / None
<a href="#">balusek, cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-19-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Balusek, Cynthia</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Bell,</a> <a href="#">View Regular Application</a>	<a href="#">Cvr</a>    <a href="#">Res</a> <a href="#">Ltr</a>	0	07-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>
<a href="#">Fields, Fonda</a> <a href="#">View Regular Application</a>	<a href="#">Res</a>	0	06-27-2005 <a href="#">History/Notes</a>	Under Review by Department <a href="#">Change Status</a>		<input checked="" type="checkbox"/>

Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". At the bottom of the page, there is a "Refresh" button, a "Minimum Score:" input field, and a "View Multiple" button labeled "VIEW MULTIPLE APPLICATIONS".

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:




Under the "Status" column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help



**TENNESSEE STATE UNIVERSITY**  
Two Campuses. One University.

## Employment Opportunities

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• Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

### Change Applicant Status

Name	Documents	Status	Not Hired Reason
<b>balusek, cynthia</b> <a href="#">View Regular Application</a>	<a href="#">Res</a>	Selected for Interview	
<b>Balusek, Cynthia</b> <a href="#">View Regular Application</a>	<a href="#">Res</a>	Selected for Interview	
<b>Bell,</b> <a href="#">View Regular Application</a>	<a href="#">Cvr Ltr</a> <a href="#">Res</a>	Selected for Interview	
<b>Fields, Fonda</b> <a href="#">View Regular Application</a>	<a href="#">Res</a>	Selected for Interview	

## SUBMITTING A HIRING PROPOSAL

Continue to change applicant statuses until you have selected a candidate to hire. Once you have selected a finalist, change their applicant status to **Recommended Candidate** and enter the **Explanation/Specifics** in the text box.

### Change Applicant Status

Name	Documents	Status	Rank	Reason or Justification
<b>Brown, Valarie</b> <a href="#">View Regular Application</a>	<a href="#">Cvr Ltr</a> <a href="#">Res</a>	<input type="text" value="Recommended Candidate"/>	<input type="text" value="0"/>	Justification: <input type="text"/> Explanation / Specifics: <input type="text" value="Chosen Candidate"/>

Click the **Continue to Confirm Page** button and then **Save Status Changes**.

### Change Applicant Status

Name	Documents	Status	Rank	Reason or Justification
<b>Brown, Valarie</b> <a href="#">View Regular Application</a>	<a href="#">Cvr Ltr</a> <a href="#">Res</a>	<input type="text" value="Recommended Candidate"/>	<input type="text" value="0"/>	Justification: REASON: Chosen Candidate

Once you have changed an applicant's status to Recommended Candidate, a **Begin Hiring Proposal / Appointment Recommendation** link appears as in the screen below. Click this link to select the correct position that the candidate will be hired into.



## Begin Hiring Proposal for Job Description

Begin New Action	
2 Records	
▲ Action	▼ Description
<b>Hiring Proposal for Different Position Description</b> <a href="#">Start Action</a>	Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions.
<b>Hiring Proposal for Position Description Listed Below</b> <a href="#">Start Action</a>	Use this action to request a candidate for hire into the position listed below.

### Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Begin Hiring Proposal for Selected Position** link above.

No Records Found

CANCEL



1 Record

Name	Documents	Score	Date Applied	Status	Actions	All / None
<b>Brown, Valarie</b> <a href="#">View Regular Application</a>	<a href="#">Cvr</a>    <a href="#">Res</a> <a href="#">Ltr</a>	0	10-13-2005 <a href="#">History/ Notes</a>	Recommended Candidate <a href="#">Begin Hiring</a> <a href="#">Proposal/Appointment Recommendation</a>    <a href="#">Change Status</a>		<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

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Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input checked="" type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>Applications / documents will open in a new window. To print, select File &gt; Print after documents appear in that window. Documents may take several minutes to load.</small>

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

There are two options when beginning a hiring proposal:

- 1) You may hire the candidate into the position to which they applied. Or,
- 2) You may hire the candidate into another position.

If “No Records Found” appears, click **Start Action** under **Hiring Proposal for Different Position Description**. The system will allow you to enter search criteria to locate the correct position that the new candidate will be filling. Enter search criteria and then click **Search**. Clicking **Search** without entering any criteria will allow you to search the system for all positions that you have been granted access. If the position that the candidate is filling does not appear, contact Human Resources to grant you permission to view the position. HR will also verify if the position exists. If not, a new position description will need to be created first for the new employee.

## Hiring Proposal for Different Position Description

### Search Positions to Begin Action On

Classification Title	<input type="text" value="Any"/>	Working Title	<input type="text"/>
Position Number	<input type="text"/>	Employee ID Number	<input type="text"/>
Employee First Name	<input type="text"/>	Employee Last Name	<input type="text"/>

**SEARCH**

**CLEAR RESULTS**

**CANCEL ACTION**

After locating the correct position, click **Start Action** under the title for view the **Hiring Proposal** form.

## Hiring Proposal for Different Position Description

### Choose Position Description to Begin Action On

9 Records

Classification Title	Working Title	Classification Code	Employee Id	Employee Last Name	Last Action
<b>Account Clerk 3</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 3	40200	T00014755	Brooks	Access to Position Description Changed <a href="#">View History</a>
<b>Account Clerk 2</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 2	40150	T00047229	Brown	Access to Position Description Changed <a href="#">View History</a>
<b>Account Clerk 2</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 2	40150	T00046131	Campbell	Access to Position Description Changed <a href="#">View History</a>
<b>Account Clerk 2</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 2	40150	T00046212	Crutcher	Access to Position Description Changed <a href="#">View History</a>
<b>Account Clerk 2</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 2	40150	T00012746	Johnson	Access to Position Description Changed <a href="#">View History</a>
<b>Account Clerk 1</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Account Clerk 1	40100	T00047240	Moore	Access to Position Description Changed <a href="#">View History</a>

Enter the information on the hiring proposal form and then click **Continue To Next Page**.

## Create Hiring Proposal for Different Position Description

Hiring Proposal	
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>	
<i>*Required information is denoted with an asterisk.</i>	
Employee First Name:	<input type="text" value="Valarie"/>
Employee Last Name:	<input type="text" value="Brown"/>
Employee ID Number:	<input type="text"/>
Working Title:	Account Clerk 3
Position Number:	
* Department:	FINANCE AND ACCOUNTING <input type="button" value="v"/>
* Contact Person:	Hughes, Bob <input type="button" value="v"/>
Clerical Contact:	No Response <input type="button" value="v"/>
MODIFY:	<input type="text"/>
Other:	<input type="text"/>
Pay Rate(Mo or Hr) (Will be filled out by HR)	
Total/Annual Salary (Will be filled out by HR):	
Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Special Conditions which should be listed on the Appointment Contract:	<input type="text"/>

Once you have entered the information on the hiring proposal form and click **Continue to Next Page**, you see the hiring proposal summary page. From here you may review/print the hiring proposal or click the **Edit** link to revise. Once you have confirmed the hiring information, select an **Action Status** to save or submit the hiring proposal to the next approver.

---

## View Hiring Proposal for Different Position Description Summary

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

### Action Status

- Save Hiring Proposal Without Submitting
- Submit Hiring Proposal to Department Head / Director

**CANCEL**

**CONTINUE**

### Hiring Proposal

Employee First Name:	Valarie
Employee Last Name:	Brown
Employee ID Number:	
Working Title:	Account Clerk 3
Position Number:	
Department:	FINANCE AND ACCOUNTING
Contact Person:	Hughes, Bob

Click **Continue** and then **Confirm** to submit the hiring proposal.

## Confirm Change Action Status

You are about to change this action to the following status:

### Action Status

**Submit Hiring Proposal to Department Head / Director**

**GO BACK**

**CONFIRM**

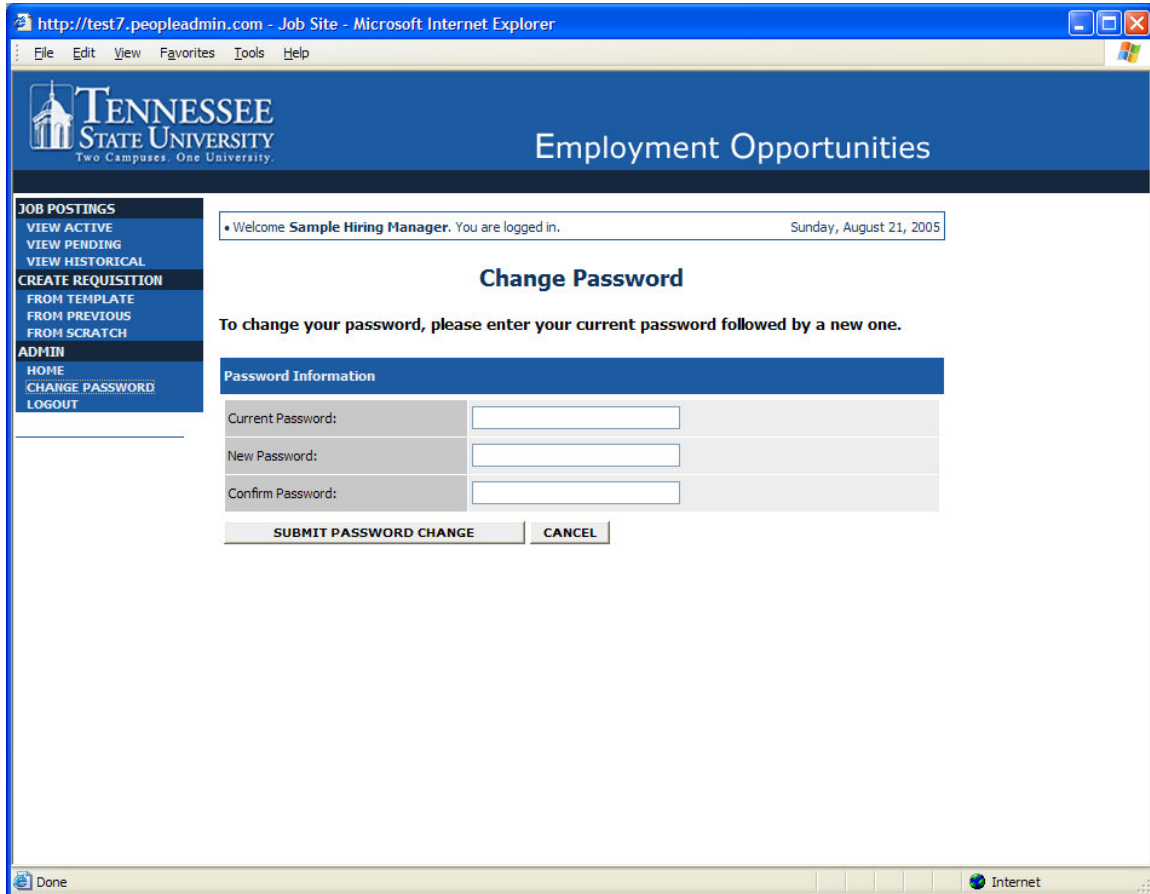
Once you have submitted the hiring proposal, you may check the progress and view the submitted proposal by clicking the **Search Hiring Proposals** link on the left navigation bar. Once HR approves the hiring proposal the candidate's name will be updated into the position.

# ADMINISTRATIVE FUNCTIONS

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## Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



## Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.