

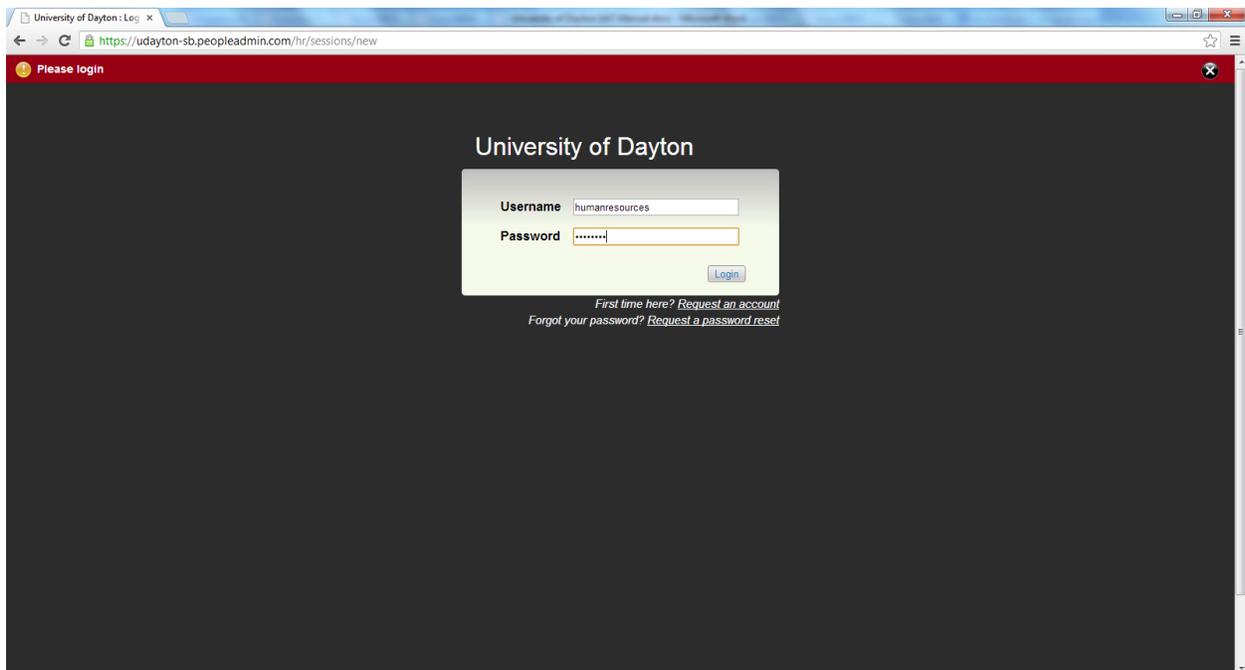
## PeopleAdmin 7

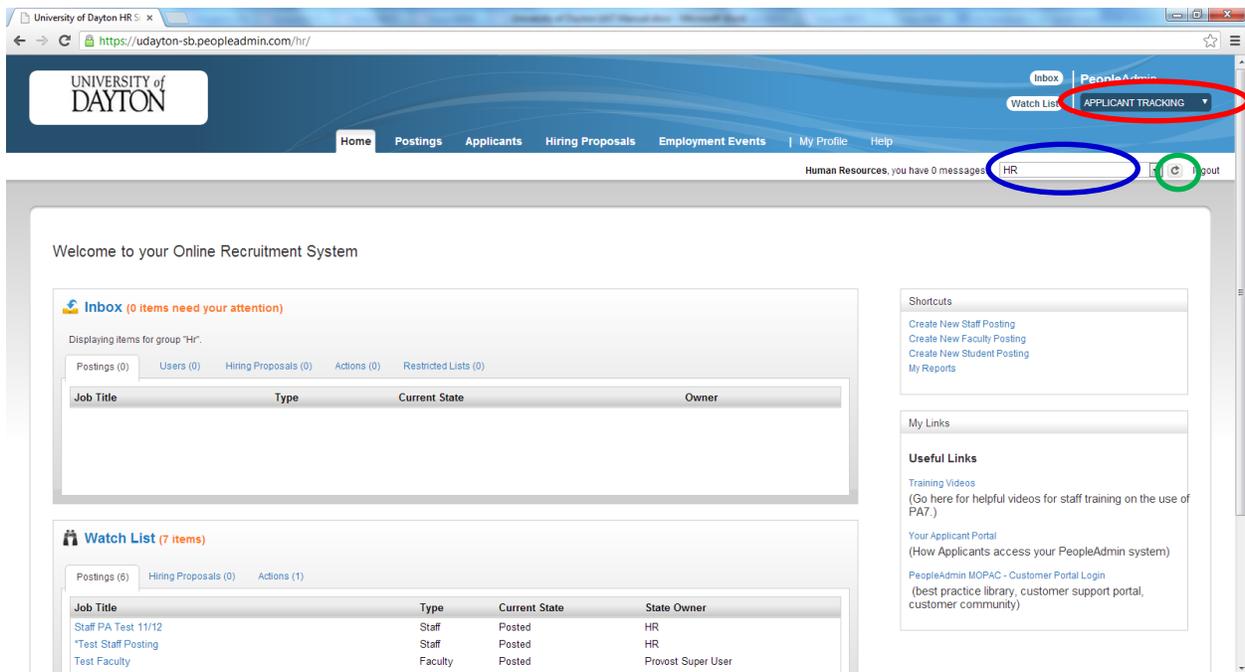
### Creating a Hiring Proposal Training

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#### Login Page

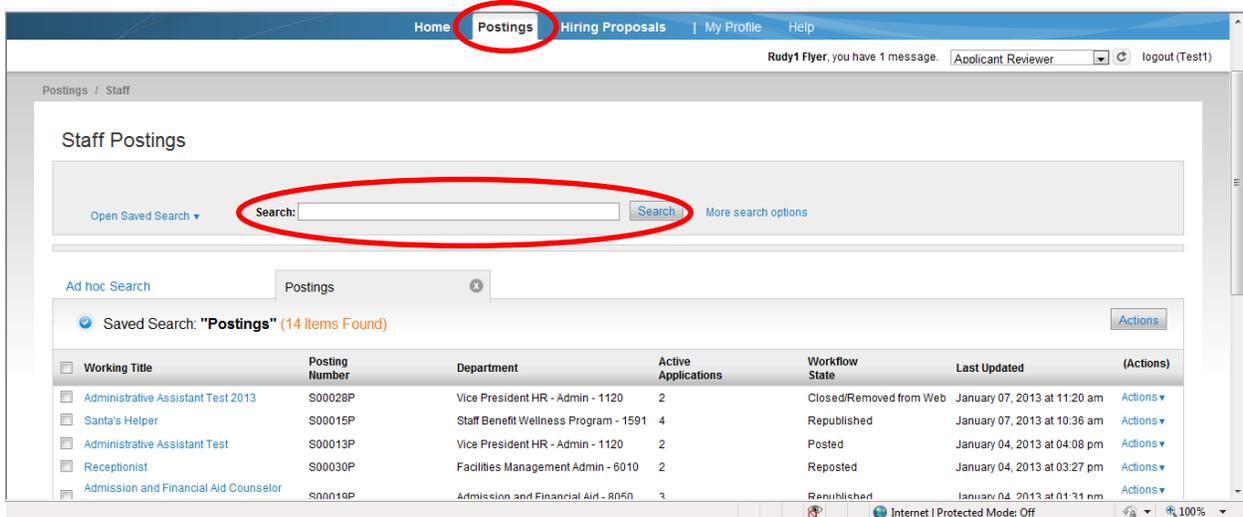
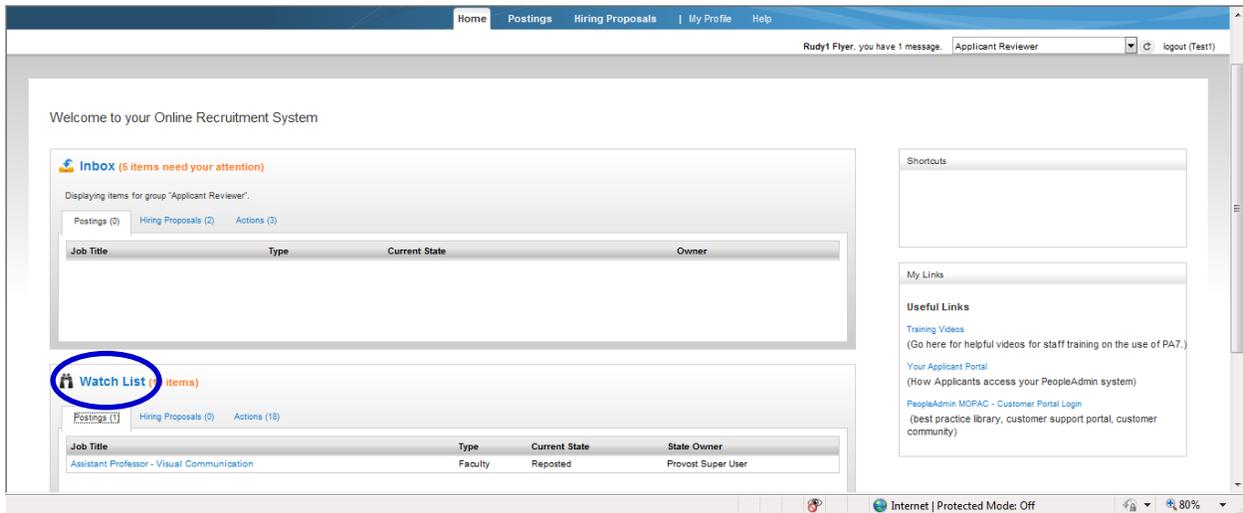
- Go to <https://jobs.udayton.edu/hr>
- This will take you to the login page.
- Login with your UD Novell username and password.





## Home Page

- When you log in, you will come to the **Applicant Tracking** home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions. Click on the user drop-down menu and choose '**Applicant Reviewer**' as the user type. Click the '**Refresh**' button to update your user type. A message will appear in a green bar above the UD logo letting you know that you are now acting as an Applicant Reviewer.



## Hiring Proposal

1. To create a hiring proposal, select the appropriate posting from your **Watch List** on your **'Home'** tab or click on the **'Posting'** tab, select Staff or Faculty and **search** for the posting.

Postings / Staff / Basketball Staff (Human Resources) / Applicant Review

**Posting: Basketball Staff (Staff)** [Edit](#)

Current Status: Human Resources

Position Type: Staff      Created by: Human Resources  
 Department: Basketball - Men - 7650      Owner: HR

Take Action On Posting ▼

★ See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview

Summary | History | Setting | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search ▼      Search:       Search      More search options

Active Applications

Saved Search: "Active Applications" (3 Items Found)      Actions

<input type="checkbox"/>	Legal Last Name	Legal First Name	Documents	Application Date	Ranking Criteria Score	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>	Job	Nita	Resume	December 14, 2012 at 02:53 pm		Under Review by Department	Under Review by Department	Actions ▼
<input type="checkbox"/>	Applicant	Sample	Resume, Letter of Recommendation	December 11, 2012 at 10:25 am		Phone Interview Complete	Phone Interview Complete	Actions ▼
<input type="checkbox"/>	User	Testing	Resume	December 11, 2012 at 10:04 am		Recommend for Hire	Recommend for Hire	Actions ▼

Done      Internet | Protected Mode: Off      100%

2. Click on the **'Applicants'** tab within the Posting.
3. Select **Actions/View Application** for the applicant who is at **'Recommend for Hire'** status or you can simply click on the **applicant's last name** to open the hiring proposal.

Home Postings Applicants Hiring Proposals Employment Events My Profile Help

Noyra Valentin, you have 0 messages. HR

Postings / ... / Basketball Staff (Human Resources) / Applicant Review / Testing User Recommend for Hire Search Results: Previous

**Job application: Testing User (Staff)**  
 Current Status: Recommend for Hire  
 Application form: General Application

Full name: Testing User  
 Address: test  
 austin, TN  
 Antigua & Barbuda  
 Username: testing  
 Email: test@test.edu  
 Phone (Primary): 111.111.1111  
 Phone (Secondary):  
 Position Type: Staff  
 Department: Basketball - Men - 7650

Created by: Testing User  
 Owner: HR

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant
- ✎ Edit Application
- ➕ Start Hiring Proposal**
- 🔄 Reactivate

Summary Recommendations (0 of 1) History Reports

Personal Information

Personal Information

4. Click the link titled 'Start Hiring Proposal' which will be in the upper right hand side.

Postings / ... / Applicant Review / Testing User (Recommend for Hire) / New Hiring Proposal

**Selected Position Description**

- Basketball Staff

**Position Descriptions**

Open Saved Search ▼ Search:   More search options

Position Descriptions

Saved Search: "Position Descriptions" (24 Items Found)

Working Title	Department	First Name	Last Name	Status	(Actions)
*Test Staff PD	Artstreet Programming - 2705	Yogesh	Chinchanikar	Active	Actions ▼
*Test Staff PD	Artstreet Programming - 2705			Active	Actions ▼
Administrative Assistant	Provost - 1040			Active	Actions ▼
Administrative Assistant Test	Vice President HR - Admin - 1120	Yogesh	Chinchanikar	Active	Actions ▼
<b>Basketball Staff</b>	Basketball - Men - 7650	Sample	Applicant	Active	Actions ▼
Dining Service Attendant	Marycrest Dining Rooms - 7260			Active	Actions ▼
Director of Records Retention	Advancement Information Systems - 1823			Active	Actions ▼
Director of Service Learning	RL Fitz Ctr - Leader/Community - 2133			Active	Actions ▼
Operations Assistant	Housing & Residence Life - 7050			Active	Actions ▼
Position Workflow Verification	Artstreet Programming - 2705			Active	Actions ▼
Program Coordinator	School of Business Dean Office - 2310			Active	Actions ▼
Receptionist	Facilities Management Admin - 6010			Active	Actions ▼
Shops Worker	Marycrest Dining Rooms - 7260			Active	Actions ▼
Staff PA Test - 11/12	Artstreet Programming - 2705			Active	Actions ▼
Staff PA Test - 12/5	Communication - Theatre - 2142	testqa	user	Active	Actions ▼
Test - Lucky's Position	System Integration Fixed Costs - 2734			Active	Actions ▼
Video Coordinator for Women's Basketball	Basketball - Women - 7621			Active	Actions ▼

Select Position Description

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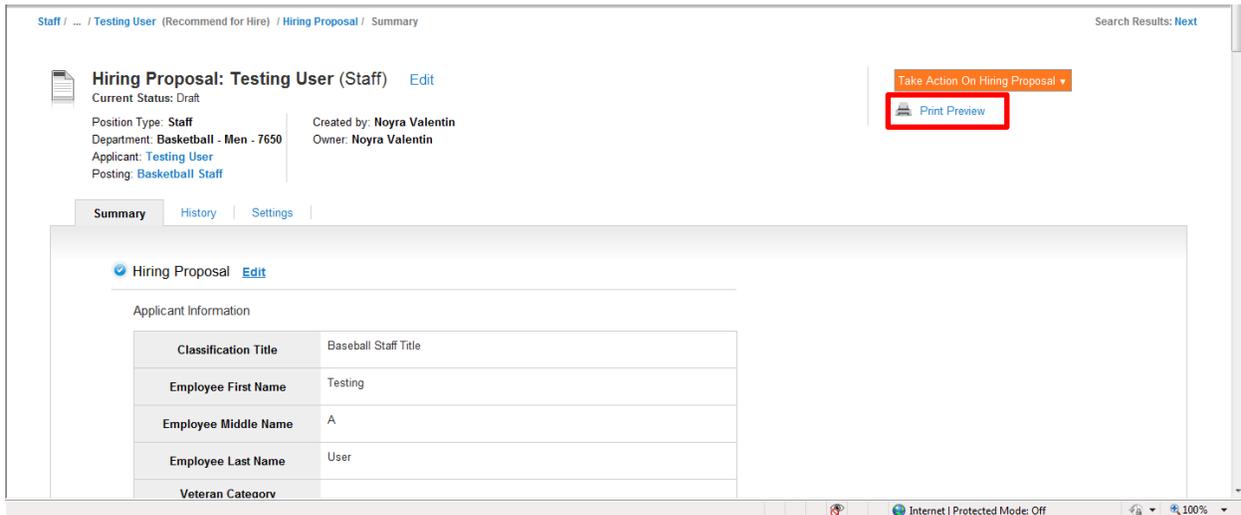
5. Scroll to the bottom of the Selected Position Description page and click on the 'Select Position Description' button to select the position that you would like to hire the person into.

- Fill out all the required fields on the Hiring Proposal. Note that there is a **'Check spelling'** option. Once you have completed the Hiring Proposal form, click the **Next** button.

## Narrative Interview Summary

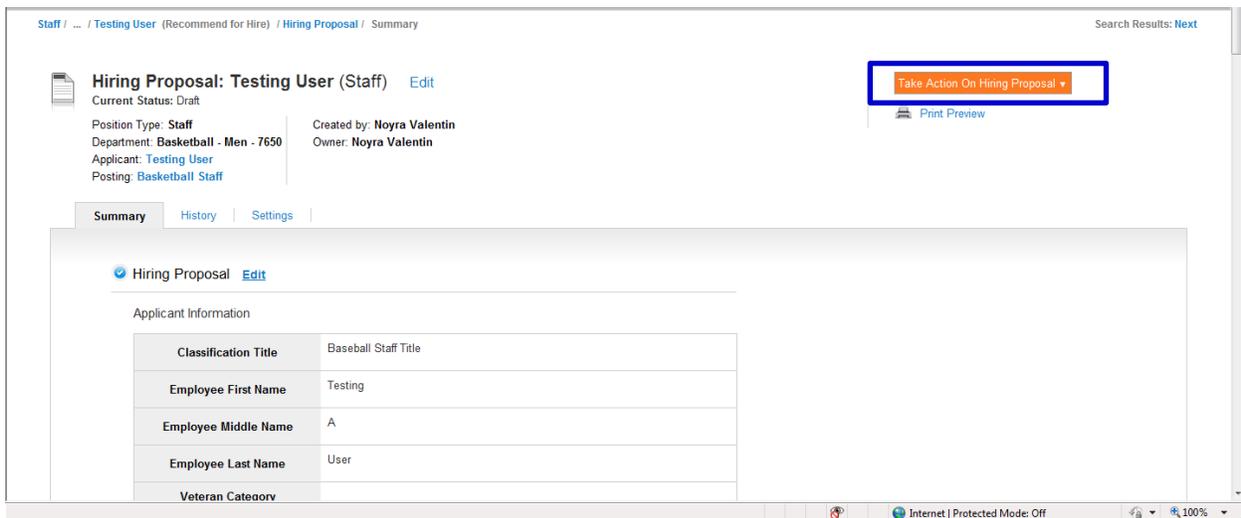
The interview summary should be used to record the interview evaluations for candidates that were invited for a campus interview. Evaluative comments should be based upon the minimum and preferred qualifications of the position. The interview summary should reference the order of preference of all candidates.

- You can choose any one of the following options:
  - Click on the **Narrative Interview Summary** link to open and complete the word document form which can then be uploaded via the **Actions/Upload New** link;
  - Click on the **Actions/Create New** link to create your narrative directly within People Admin; or,
  - Click on **Actions/Choose Existing** to select from a list of your previously uploaded documents.
- Click the **Next** button.



## Hiring Proposal Summary

9. On the summary page you can review and see a **'Print Preview'** of the hiring proposal.



## Workflow

10. To move the hiring proposal along in the workflow for approval, hover over the orange **'Take Action on Hiring Proposal'** button and choose the action that you would like to take (e.g. Send to Dept. Head/Chair.)

Take Action

Move directly to 'Dept. Head / Chair'

Comments (optional)

Add this hiring proposal to your watch list?

Submit Cancel

11. When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.

**This concludes the training document for “Creating a Hiring Proposal.”  
If you have questions, please contact Jennifer Duwel for Staff positions or Amy Askren  
for Faculty positions. Thank you!**