PeopleAdmin 7
Creating a Hiring Proposal
Training

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

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.
6. 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.

7. 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.

8. 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.)
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!