Creating a New Hiring Proposal:

1. Verify you are in the ‘Applicant Tracking’ module in the Hiring Manager user group and that Human Resources has notified you that the background check is complete and that you may proceed with the hiring proposal.

2. Hover over ‘Postings’ and select appropriate employee classification.

3. Locate the posting and click the ‘Actions’ menu and choose view applicants.

4. Select applicant you would like to start the hiring proposal for by either clicking on his/her name or using the Actions button at the end of his/her line and selecting View Application. This workflow replaces the New Person Identity Form.
5. Click on Start Hiring Proposal.

6. Position should already be selected; if not, click on the button beside the correct position title.

7. Then click on Select Position Description.

8. The Hiring Proposal will appear in an editing state so that required fields can be filled in. Click on the applicant’s name to review the summary and make edits if needed.

If you don’t know the information listed as optional below, Human Resources will update the Hire Information once the candidate has verbally accepted the position.

**Employee ID** – optional - if selected candidate is a current employee and you have the BSU ID number, you can enter it here.

**Ethnicity** – **required** – use the drop-down button to select appropriate ethnicity code.

**Hourly Hire Rate** – optional – if you know the hourly hire rate, you may enter it here.

**Shift** – **required** – use drop-down button to select appropriate shift.

**HR Rep Phone Number** – optional – if you know the HR Rep’s phone number you may enter it here using the XXX-XXX-XXXX format beginning with area code.

**Job Change Reason** – **required** – select appropriate job change reason from the using the drop-down button.

**Start Date** – optional – first day of work for the selected candidate.

**End Date** – optional – for use if this is a temporary position.

**Justification for Selection of Candidate** – **required** – specific reasons for selecting this candidate. If applicable, how does this meet your department’s diversity plan?

**Employee’s Building/Room** – optional – enter the building and room number the new employee will be working in.

**Employee’s Phone** – optional – enter the telephone number for the new employee.

**Supervisor Certification** – **required** - the Chairperson/Administrative Head of the department needs to certify that the work experience, employment, references, and education requirements have been met, as well as indicate if this candidate will be working with minors.
9. Hiring Proposal Documents – optional – this can be used to add any additional documents requested by Human Resources.

10. The Hiring Proposal Summary allows you to review the hiring proposal and make any necessary edits before you take action on it. Once all fields have been checked and the required fields completed, click on Take Action On Hiring Proposal. You can either keep it at your stage of the workflow if you are waiting on additional information or you can move it to Human Resources for approval.

11. If you select Submit (move to Human Resources), A Take Action box will pop up. You can add an optional comment or just click submit.

12. If the action was successful, you will see a green bar indicating the “Hiring Proposal was successfully transitioned.”