

# ISU Quick Steps to Creating a Staff Hiring Proposal

User types authorized to start a Hiring Proposal: **Search Manager or Chair /Supervisor**

User type authorized to move the selected candidate in workflow to **Recommend for Hire**: Search Manager

Step 1. On the Home Page, hover over the **Postings** Tab and select the **Staff** employment group. Search for the applicable posting for which you are hiring for. Hover over the **Action** button to the right side of page and click on **View Applicants**.

<input type="checkbox"/>	Job Title	Notice of Vacancy Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
<input type="checkbox"/>	Custodian I	15-00148	SYCAMORE HOUSING	29	Auto Closed/Manually Removed from Web	June 30, 2015 at 12:00 PM	<b>Actions</b> ▼
<input type="checkbox"/>	Custodian I	15-00185	FACILITIES MANAGEMENT	14	Auto Closed/Manually Removed from Web	August 05, 2015	View Posting <b>View Applicants</b>
<input type="checkbox"/>	Custodian II	15-00195	RECREATIONAL SPORTS	6	Auto Closed/Manually Removed from Web	August 01, 2015	TRACKING Watch

Step 2. Select the candidate you wish to hire by checking the box located to the left of the applicant's last name. Then hover over the **Actions** button on the active applicants window and not the actions button in the applicant's row (as shown in the figure below). In order to move the candidate to **Recommend for Hire**, you must be logged on as **Search Manager**.

Active Applications
✕

"Active Applications" 23

**Actions** ▼

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	
<input checked="" type="checkbox"/>	Page	Clayton	15-00250	Under Review by Hiring Manager	September 09, 2015 at 09:22 PM	<b>Actions</b> ▼

Click on **Move in Workflow** from the dropdown menu.

Active Applications
✕

Saved Search: "Active Applications" (1 Item Found) ✕

**Actions**

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Advertisement Request Number	Workflow State (Internal)
<input checked="" type="checkbox"/>	Momanyi	Beatrice	F15-00043	Under Review by Hiring Manager

GENERAL

- [Evaluate Applicants](#)
- [Download Applicants Evaluations](#)
- [Review Screening Question Answers](#)
- [Download Screening Question Answers](#)
- [Import Application Data](#)
- [Export Applicants without Email](#)
- [Export results](#)

BULK

- [Move to Posting](#)
- [Move in Workflow](#)**
- [Email Applicants](#)
- [Download Applications as](#)

# ISU Quick Steps to Creating a Staff Hiring Proposal

Step 3: To recommend the selected candidate for hire click on the **Recommend for Hire** from the dropdown menu and click on **Save Changes** button.

Applicant	Current State	Reason
Beatrice Momanyi	Under Review by Hiring Manager	

Save changes or Cancel

Step 4: When the appropriate applicant is at the Status of **Recommend for Hire**, access the candidate's application by clicking the candidate's last name or the **Actions** button located to the right of the candidates name.

Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
Momanyi	Beatrice	F15-00043	Recommend for Hire	September 22, 2015 at 02:58 PM	Actions

Step 5: You will now need to begin the Hiring Proposal by clicking on Start Hiring Proposal

[Start Hiring Proposal](#) on the upper right side of the screen.

Step 6: The next screen will ask you to choose the appropriate position to seat the applicant into. The advertised position will appear at the top of the page.

Postings / ... / Applicant Review / Paige Carter (Recommend for Hire) / New Hiring Proposal

**Selected Position Description**

- Custodian I

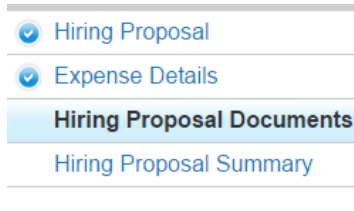
**Position Descriptions**

Step 5. Scroll to the bottom of the page and click on **Select Position Description**.

[Select Position Description](#)

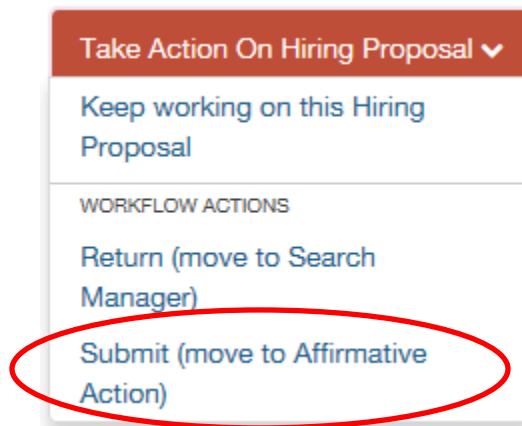
# ISU Quick Steps to Creating a Staff Hiring Proposal

Step 6. Go through each tab on the left hand side and complete the various fields of information that is needed.

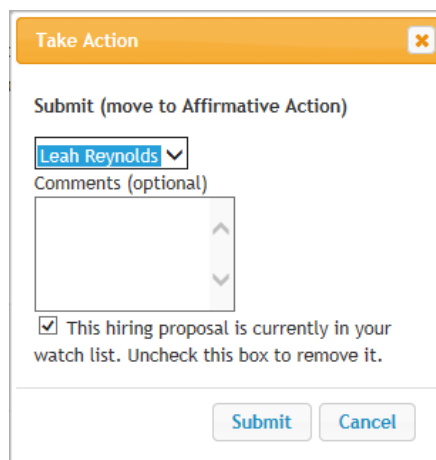


Step 7. When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

Step 8. Hover over the **Take Action on Posting** and select **Submit (move to Affirmative Action)**.



Step 9. Add any comments in the **Comment Box** keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed. Click **Submit**.



# ISU Quick Steps to Creating a Staff Hiring Proposal

## Once the Hiring Proposal is approved

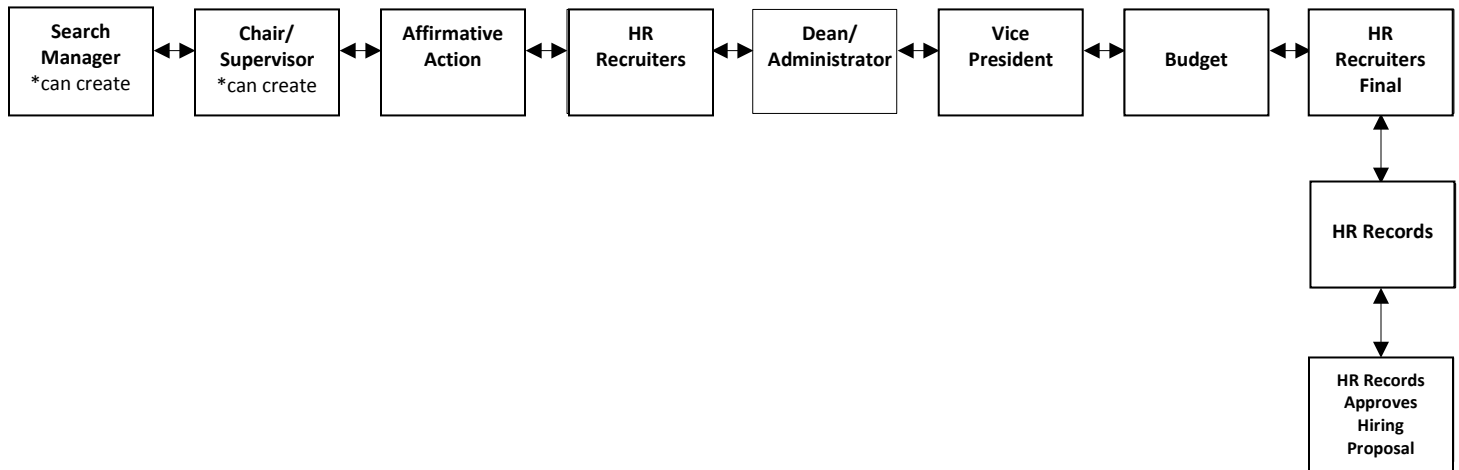
Step 1. To locate Hiring Proposal- click on Hiring Proposal Tab

Step 2. Select the appropriate employment group

Step 3. Use Keyword Search area to locate your specific Hiring Proposal

Please follow the correct approval workflow for your specific employment type:

### Faculty Hiring Proposal Workflow



# ISU Quick Steps to Creating a Faculty Hiring Proposal

User types authorized to start a Hiring Proposal: Search Manager or Chair /Supervisor

User type authorized to move the selected candidate in workflow to **Recommend for Hire**: Search Manager

Step 1: Hover over **Posting Tab** on the main menu, select **Faculty** from the dropdown menu and search for the applicable posting for which you are hiring for. Hover over the **Action** button on the far right end of the page and click on **View Applicants** from the dropdown menu.

<input type="checkbox"/>	Job Title	Department	Active Applications	Workflow State	Last Updated	(Actions)
<input type="checkbox"/>	Full Time Lecturer	HUMAN RESOURCES	1	Approved - Direct Hire	September 22, 2015 at 02:57 PM	Actions
<input type="checkbox"/>	Assistant/Associate Professor	HUMAN RESOURCES	3	Approved - Direct Hire	September 18, 2015 at 11:06	GENERAL View Posting View Applicants TRACKING Stop Watching

Step 2: Select the candidate you wish to hire by checking the box located to the left of the applicant's last name. Then hover over the **Actions** button on the active applicant's window and not the actions button in the applicant's row (as shown in the figure below).

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Advertisement Request Number	Workflow State (Internal)	Last Updated	(Actions)
<input checked="" type="checkbox"/>	Momanyi	Beatrice	F15-00043	Under Review by Hiring Manager	September 22, 2015 at 02:58 PM	Actions

Click on **Move in Workflow** from the dropdown menu.

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Advertisement Request Number	Workflow State (Internal)	(Actions)
<input checked="" type="checkbox"/>	Momanyi	Beatrice	F15-00043	Under Review by Hiring Manager	GENERAL Evaluate Applicants Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Import Application Data Export Applicants without Email Export results BULK Move to Posting Move in Workflow Email Applicants Download Applications as

# ISU Quick Steps to Creating a Faculty Hiring Proposal

Step 3: To recommend the selected candidate for hire click on the **Recommend for Hire** from the dropdown menu and click on **Save Changes** button.

Change for all applicants

Select a workflow state...  
Select a workflow state...  
Recommend for Phone Interview  
**Recommend for Hire**  
Not Selected - Email when posting is filled  
Recommend for On-Campus Interview  
Move to Draft  
Move to Under Review by HR  
Move to HR-Approved for Phone Interview  
Move to HR-Approved for On-Campus Interview  
Move to Hire

Applicant	Current State	Reason
Beatrice Momanyi	Under Review by Hiring Manager	

Save changes or Cancel

Step 4: When the appropriate applicant is at the Status of Recommend for Hire, the search should access the candidate's application by clicking the candidate's last name or the **Actions** button located to the right of the candidates name.

Saved Search: "Active Applications" (1 Item Found) Actions

Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input checked="" type="checkbox"/> Momanyi	Beatrice	F15-00043	Recommend for Hire	September 22, 2015 at 02:58 PM	Actions GENERAL View Application

Step 5: You will know need to begin the Hiring Proposal by clicking on Start Hiring Proposal on the upper right side of the screen .

Start Hiring Proposal

Step 6: Click the **Start Hiring Proposal** button displayed on the page. or Cancel

Step 7: Go through each tab and complete the various fields of information that is needed.

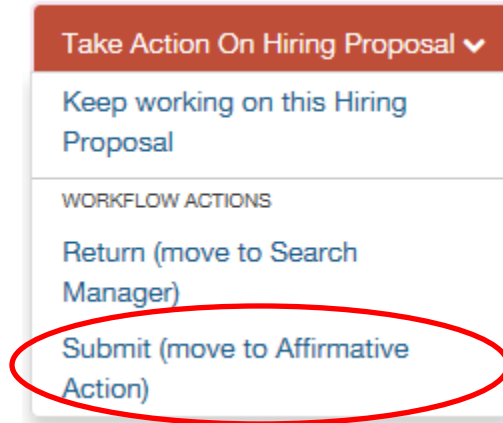
**Note:** If you are hiring full-time and part-time lecturers, the class/assignment schedule entry must be completed by clicking on the **Add Full-Time and Part-Time Lecturer Class/Assignment Schedule Entry** button on the hiring proposal.

**Also, make sure you attach the "Part-Time No Benefits Faculty Appointment Authorization" under hiring Proposal Document tab.**

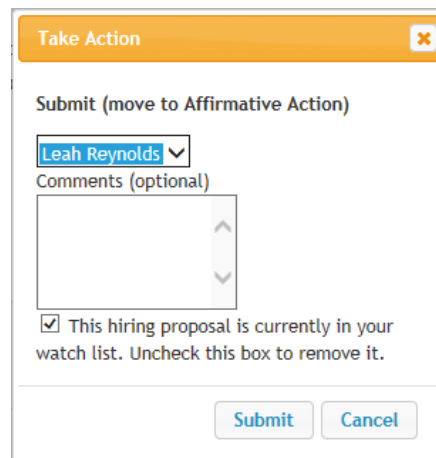
Step 7. When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

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Step 8. Hover over the **Take Action on Posting** and select **Submit (move to Affirmative Action)**.



Step 9. Add any comments in the **Comment Box** keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed. Click **Submit**.



## Once the Hiring Proposal is approved

Step 1. To locate Hiring Proposal- click on Hiring Proposal Tab

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Please follow the correct approval workflow for your specific employment type:

## Faculty Hiring Proposal Workflow

