Steps for Creating Hiring Proposal in PAPERS

AP Faculty Recruitment

Steps for Search Committee Chair (SSC)

1. Once campus interviews are completed, the SCC logs into PAPERS to identify their final and alternate candidates (if applicable).

2. Each candidate that was campus interviewed by the search committee will need to be updated with one of the following three options:
   a. **Campus Interviewed, Recommended For Hire:** this is the candidate that you would like to hire for your vacant position.
   b. **Alternate:** this is the candidate that you would consider hiring if your original candidate declines to move forward (NOTE: An alternate candidate is not required).
   c. **Campus Interviewed, Not Selected:** these are the candidates that you would not like to hire for your vacant position.

3. Starting with the candidates that are 1) **Campus Interviewed, Not Selected** followed by 2) **Alternate,** and 3) **Campus Interviewed, Recommended For Hire**, the SCC will add comments regarding each candidate.
   a. It is imperative to include as much justification language as possible in PAPERS – a minimum of three sentences is recommended.
      i. _**Acceptable final selection justification example:**_ During the campus interview, Mr. Jones displayed extensive knowledge with admissions best practices and procedures. He was able to articulate his vision for the department while remaining knowledgeable of the pitfalls within admissions recruiting. Mr. Jones also displayed knowledge of both state and federal admissions/retention/transfer policies, which is essential to the admissions counselor role.
      ii. _**Unacceptable final selection justification reason examples:**_ Poor interview; Not selected/recommended for hire; Limited experience.

4. Once all of the campus interviewed candidates have been updated and at least one candidate has been updated to **Campus Interviewed, Recommended For Hire**, the HM will receive an e-mail to go in and initiate the hiring proposal.

5. While the HP is being routed, it is recommended for the SCC to complete the references and credential verification.

Steps for Hiring Manager

1. Log into **PAPERS** and select the Hiring Manager user group.

2. Select **Postings** at the top of the screen and then select **Administrative/Professional Faculty Postings**.

3. Click on the **position** title of the role currently being recruited (not the check box).

4. Once the Posting is open, click on the **Applicants** tab.

5. Click on the **last name** of the person that is listed as *Recommended For Hire* in PAPERS.

6. To the right of the application, there will be an orange button that reads **Take Action On Job Application**. Below this will be a green plus sign that reads **Start Hiring Proposal**. Click the green plus sign to start a new hiring proposal.