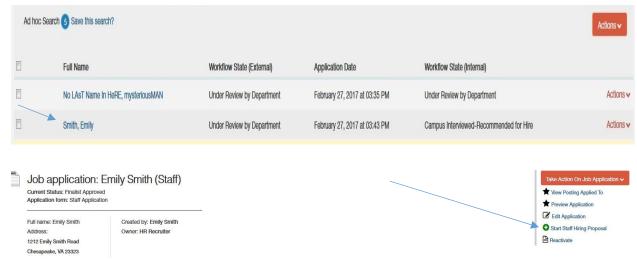# CLASSIFIED/HOURLY RECRUITING

Quick Guide to completing the Hiring Proposal

Hiring Manager (HM) will dispense and submit the final candidate recommended for hire & the alternates to the Budget Unit Director, for review, with the BUD moving the posting on to the HR Recruiter for review and approval. Once reviewed, the If approved the HM will initiate a **Hiring Proposal**.

1. Click on Finalist's (Campus Interviewed – Recommended for Hire) name when in the Posting and click on **Start Staff Hiring Proposal.**

2. **Select** Position Description for posting.

3. Navigation tabs on the left-hand side of the screen will appear to assist in moving through the Hiring Proposal workflow.
4. HM will click on the "Transfer Funds From" link when the budget needs to be adjusted. This information will notify the Budget Office through the workflow that authorization of to transfer funds is needed.

5. Once all actions are complete, the HM will move the hiring proposal onto the BUD and VP (if additional funds are needed) for approval.

6. The BUD will submit the hiring proposal to the HR Recruiter for approval.

7. Once approved by Human Resources (HR), the hiring proposal will be returned to the HM.
8. The HM will receive an email from the HR Recruiter informing them that they may proceed with the **verbal offer**.

9. If the verbal offer is accepted, the HM will return the hiring proposal to HR, with status update of Offer Accepted, and requested information so that an offer letter and other hiring documents can be mailed to the new hire.
10. If there are salary negotiations, the HM must receive approval from HR before offering a candidate a salary different than the salary that was originally approved.

11. If the finalist declines the offer, the HM will return the hiring proposal back to HR, with status update of Offer Declined.

12. The HM will initiate a new Hiring Proposal for an alternate candidate or advertise the position again.

NO HIRING PROPOSAL WILL BE INITIATED FOR HOURLY POSITIONS