

# ISU Quick Steps to Creating a Staff Hiring Proposal

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

User group 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**. 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**.

Job Title	Notice of Vacancy Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
Custodian I	15-00148	SYCAMORE HOUSING	29	Auto Closed/Manually Removed from Web	June 30, 2015 at 10:00 AM	Actions
Custodian I	15-00185	FACILITIES MANAGEMENT	14	Auto Closed/Manually Removed from Web	August 05, 2015	View Posting View Applicants
Custodian II	15-00195	RECREATIONAL SPORTS	6	Auto Closed/Manually Removed from Web	August 01, 2015	TRACKING Watch
		FACILITIES		Auto Closed/Manually Removed from		

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

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

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

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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 View Application

[+ Start Hiring Proposal](#)

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

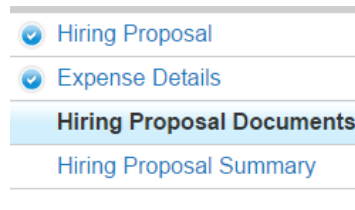
**Position Descriptions**

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

[Select Position Description](#)

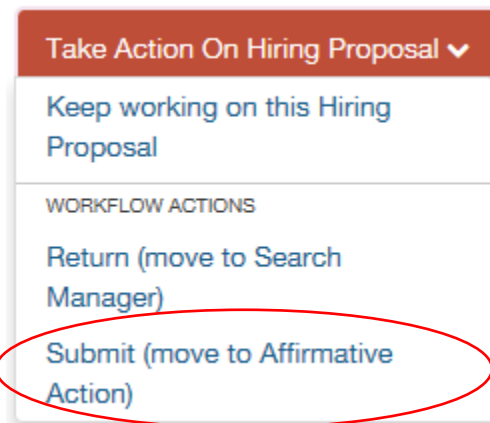
# ISU Quick Steps to Creating a Staff Hiring Proposal

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



Step 8: 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 9: Hover over the **Take Action on Posting** and select **Submit (move to Affirmative Action)**. If you are logged on as **Search Manager**, you will select **Submit (move to Chair/Supervisor)**. Then, the Chair/Supervisor will **Submit (move to Affirmative Action)**.



Step 10: 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

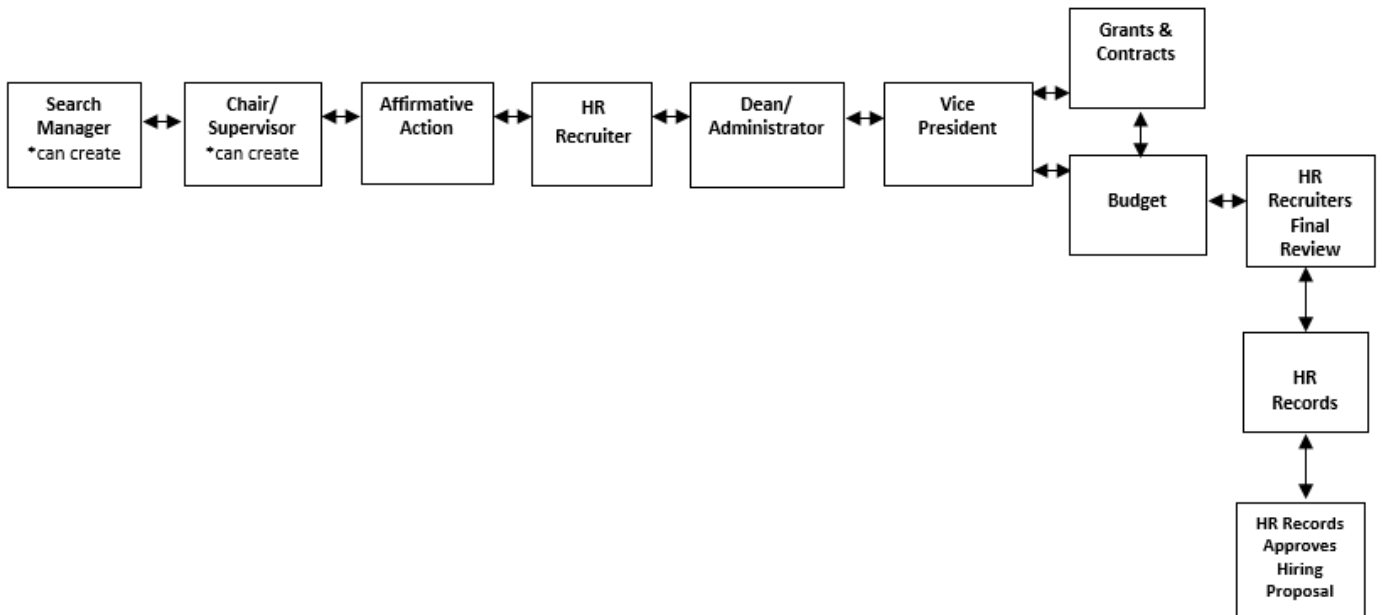
Step 1. To locate Hiring Proposal- click on Hiring Proposal Tab

Step 2. Select the appropriate employment group (Staff or Faculty)

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

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

## Staff Hiring Proposal Workflow



# ISU Quick Steps to Creating a Faculty Hiring Proposal

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

User group 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). In order to move the candidate to **Recommend for Hire**, you must be logged on as **Search Manager**.

<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.

Applicant	Current State	New State	Reason
Beatrice Momanyi	Under Review by Hiring Manager	<div style="border: 1px solid gray; padding: 5px;"><p>Select a workflow state...</p><p>Select a workflow state...</p><p>Recommend for Phone Interview</p><p><b>Recommend for Hire</b></p><p>Recommend for On-Campus Interview</p><p>Not Selected - Email when posting is filled</p><p>Move to Draft</p></div>	<div style="display: flex; gap: 10px;"><span>Save changes</span><span>Cancel</span></div>

Step 4: When the appropriate applicant is at the Status of Recommend for Hire, you 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	<div style="border: 1px solid gray; padding: 2px;"><span>Actions</span> GENERAL <a href="#">View Application</a></div>

[Start Hiring Proposal](#)

Start Hiring Proposal 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.

Add Full-Time and Part-Time Lecturer Class/Assignment Schedule Entry

Step 8: Attach the completed and signed Part-Time No Benefits Faculty Appointment Authorization form in the **Hiring Proposal Documents** section of the hiring proposal by clicking on **Upload New**.

Part-Time No Benefits Faculty Appointment Authorization

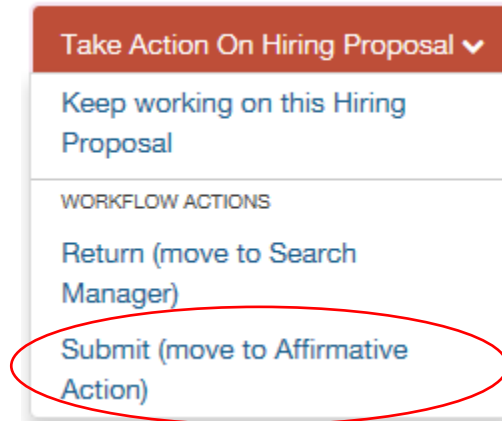
Save << Prev

Upload New  
Create New  
Choose Existing

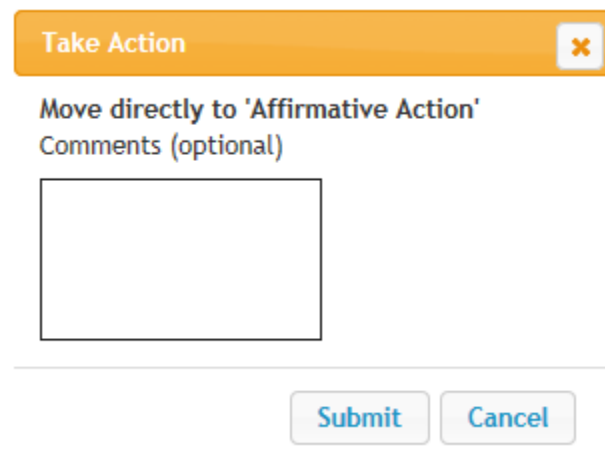
When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

# ISU Quick Steps to Creating a Faculty Hiring Proposal

Step 9: Hover over the **Take Action on Hiring Proposal** and select **Submit (move to Affirmative Action)**. If you are logged on as Search Manager, you will **Submit (move to Chair/Supervisor)**. Then, the Chair/Supervisor will **Submit (move to Affirmative Action)**.



Step 10: 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**.

A screenshot of a "Take Action" dialog box. The title bar is orange and contains the text "Take Action" and a close button (an orange 'x' in a square). Below the title bar, the text "Move directly to 'Affirmative Action'" is displayed in bold, followed by "Comments (optional)". Below this text is a large, empty rectangular text box. At the bottom of the dialog box, there are two buttons: "Submit" and "Cancel".

# ISU Quick Steps to Creating a Faculty Hiring Proposal

## Once the Hiring Proposal is approved

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

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## Faculty Hiring Proposal Workflow

