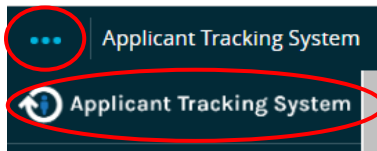


ISU Quick Steps to Creating Instructor/Full-Time Lecturer Reappointment

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

Step 1: Login into [PeopleAdmin](#) and click on the Module Indicator (3 blue dots on the upper left side of the screen) select **Applicant Tracking System** from the dropdown.



Step 2: On the Home Page, click on the **Postings** Tab and select the **Faculty** from the drop down menu.



Step 3: Search for the applicable existing posting in which you are hiring for, that this lecturer has previously applied for. It is preferable that you choose the most recent posting that was filled by this lecturer. Hover over the **Actions** button on the far right end of the page and click on **View Applicants** from the dropdown menu.

Job Title	Department	Active Applications	Workflow State	Last Status Update	Actions
Nursing Clinical Adjunct, Baccalaureate Nursing	School of Nursing	4	Filled	September 29, 2021 at 11:27 AM	GENERAL View Posting View Applicants

Step 4: Access the candidate's application by clicking the candidate's last name or the **Actions** button located to the right of the candidate's name.

Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	Actions
Gale	Sierra	F21-00040	Hired	August 12, 2021 at 03:53 PM	GENERAL View Application
Doe	John	F21-00040	Hired	August 12, 2021 at 12:47 PM	GENERAL View Application

Step 5: Begin the hiring proposal by clicking **Start Instructor/Full Time Lecturer Reappointment**.



ISU Quick Steps to Creating Instructor/Full-Time Lecturer Reappointment

Step 6: Click on **Start Instructor/Full Time Lecturer Reappointment**.

Posting: Full-Time Instructor of Theater

Start Instructor/ Full Time Lecturer Reappointment or Cancel

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

A vertical navigation menu titled "Editing Hiring Proposal". The menu items are: "Hiring Proposal" (highlighted in green), "Expense Details" (with a green checkmark), "Hiring Proposal Documents" (with a green checkmark), and "Hiring Proposal Summary".

Complete the class/Assignment schedule by clicking on **Add Instructors and Full-Time Lectures Class/Assignment Schedule Entry**.

Instructors and Full-Time Lecturers Class/Assignment Schedule

This section must be completed for Instructors and Full-Time Lecturers

Add Instructors and Full-Time Lecturers Class/Assignment Schedule Entry

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

A tab labeled "Hiring Proposal" with a yellow exclamation point warning icon to its left and a blue "Edit" link to its right.

Step 8: Hover over the **Take Action on Hiring Proposal** and select **Submit (move to Chair/Supervisor)**, if you are logged on as Search Manager OR **Submit (move to Dean/Administrator)**, if you are logged on as Chair/Supervisor.

A dropdown menu titled "Take Action On Hiring Proposal". The options are: "Keep working on this Hiring Proposal", "WORKFLOW ACTIONS", "Cancelled (move to Canceled)", and "Submit (move to Chair/Supervisor)" (circled in red).

ISU Quick Steps to Creating Instructor/Full-Time Lecturer Reappointment

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**.

Take Action [X]

Submit (move to Chair/Supervisor)

Comments (optional)

Submit Cancel

Faculty Hiring Proposal Workflow

