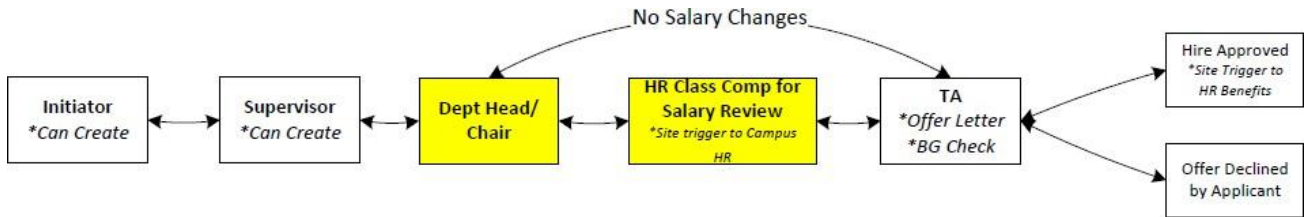# Staff Hiring Proposal

Hiring Proposal Workflow

Finding the Applicant

Logging In

Access the PeopleAdmin system via my.untsystem.edu, click the link to the PeopleAdmin system and log in using your EUID and password.

Module View and User Role

You will need to check your system view in the top left hand corner, it should say **Applicant Tracking System.** If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.
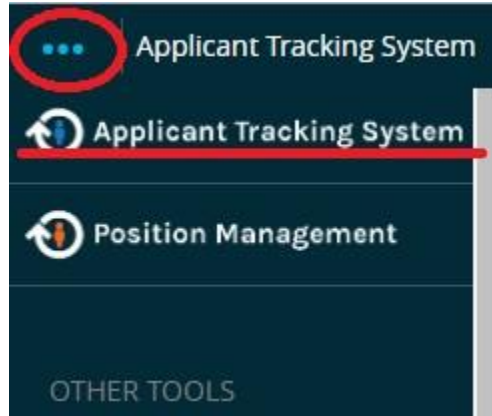
You will also need to ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu.
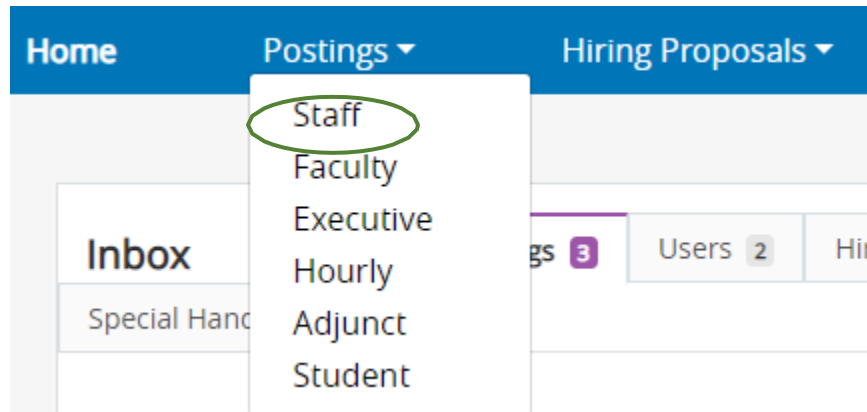

Only the following User Roles (User Groups) are able to start a hiring proposal.

a.   Initiator
b.   Supervisor

Finding the position and reviewing applicants

Click on the postings link to expand the dropdown menu and select the type of posting that you are working wish to view.

Generally, you will only see those positions which fall under your purview. You will see the position title, posting number, department, number of applicants, workflow state (posted, closed, etc.) and the close date of the job.

	Working Title	Posting Number	Department	Active Applications	Workflow State	
☐	Budget Manager	F011P	HSC-1115 Waiver Admin-365100	0	Posted	Actions ⌄
☐	Clinical Associate Professor	F006P	UNT-Mechanical & Energy Engineer-130340	1	Posted	Actions ⌄
☐	Extension Assistant	F004P	HSC-1115 Waiver Admin-365100	3	Posted	Actions ⌄
☐	Faculty Director	F007P	UNT-Provost-Gen-110000	1	Posted	Actions ⌄
☐	Faculty Test 2	F014P	DAL-School of Education-518000	1	Posted	Actions ⌄
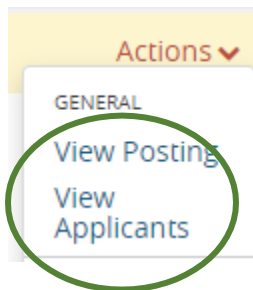
Hovering over the actions link at the end of the row and selecting view applicants takes you directly to the list of applicants to be reviewed.

Posting: Staff Test Position (Staff)

Current Status: Posted

Position Type: Staff
Department: UNT-Student Fin Aid & Schol-Gen-164800

Created by: Test User
Owner: Talent Acquisition

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

From the list of applicants you can click on either the last name of the applicant you wish to review or the view application link in the actions dropdown menu.

You will notice the different workflow states of the applicants

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
Applicant1	Test		S039P	Recommend for Hire	October 20, 2019 at 08:14 AM	Actions ⌄
Brooks	Miranda	Resume	S039P	Application Completed	October 26, 2019 at 03:05 PM	Actions ⌄

GENERAL
View Application

Hover over the Action link and select view application to get to the application summary page.

Job application: Test Applicant1 (Staff)

Current Status: Recommend for Hire
Application form: Staff Application

Full name: Test Applicant1
Address:

123 Applicant lane
Denton Texas, TX 76205
United States of America

Username: Tester1
Email: emailaddress@zed.zed
Phone (Primary): 999-999-9999
Phone (Secondary):
Position Type: Staff
Department: UNT-Student Fin Aid
& Schol-Gen-164800

Created by: Test Applicant1
Owner: Applicant Reviewer

★ View Posting Applied To
★ Preview Application
⊕ Start ATS Hiring Proposal

from the summary page you will click on
he Start ATS Hiring Proposal link found
n the top right side of the screen.

Summary | Documents | History | Reports

Starting ATS Hiring Proposal

Applicant: Test Applicant1

Posting: Staff Test Position

Start ATS Hiring Proposal   or Cancel

Double check the name of the
candidate and click the button to
begin.

Hiring Proposal

Editing Hiring Proposal

Hiring Proposal

✓ Hiring Proposal Documents

Hiring Proposal Summary

There are two main components of the hiring proposal. The Proposal itself as well as any documents that will be used to justify salary recommendation.

ABC Check spelling
* Required Information

Applicant Information

First Name	Test
Middle Name	For
Last Name	Reviewer1
Address 1	126 Applicant Lane
Address 2	
City	Denton
State	TX
Zip	76205
Country	United States of America
Primary Phone	9999999999
Secondary Phone	
Email	tester5@gmail.com
Employee ID	

The first section of the Hiring Proposal displays the applicant's name and contact information that is prepopulated from the submitted application.

The Employee ID will be entered by Talent Acquisition and should be left blank. Internal applicant's will have theirs auto populated.

Position Information

Classification Title   Academic Advisor

Working Title   Academic Advisor

Position Number   00001522

Job Code   UNT-40110

Department   UNT-Education-Student Advising-132200

Job Location

Posting Number   S054P

Budgeted Salary

> The budgeted salary will be imported from EIS. Any offer made above the budgeted salary will require an ePAR and the hiring proposal will be halted until the ePAR has been approved.

ePar ID

> If the offer is above the original budgeted amount, enter the approved ePAR ID number here.

Min Salary $38,200

Mid Salary $47,700

Max Salary $57,200

Hiring Proposal Information

Hiring Proposal Number

Scroll through the page and enter all available information.

Mandatory fields are marked with a red asterisk and are marked red.

* **Recommended Salary**

This field is required.

For whole numbers, please include .00 at the end of the value.

Approved Salary

For whole numbers, please include .00 at the end of the value.

Relocation/Moving Allowance

For whole numbers, please include .00 at the end of the value.

COBRA/Insurance

Other Allowances

For whole numbers, please include .00 at the end of the value.

Position End Date (if temporary)

Enter the date that the individual is expected to begin working.

* **Actual Start Date**

This field is required.

Actual End Date

Save   **Next >>**

Once you are finished click Next to continue

Hiring Proposal Documents

This page allows you to attach any memos, forms or other documents that pertain to the salary justification of the new hire.

Hiring Proposal Documents

[Save] [<< Prev] [Next >>]

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			Actions ✓

[Save] [<< Prev] [Next >>]

After uploading all documents, click Next to continue

ATS Hiring Proposal: Anthony Smith (Faculty)   Edit

Current Status: Draft

Position Type: **Faculty**
Department: **HSC-Family Medicine-300690**
Applicant: Anthony Smith
Posting: Faculty Test1

Created by: **Test User**
Owner: **Test User**

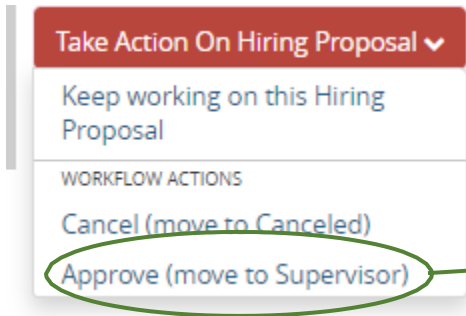Review the information and if corrections are required, click either of the edit links fount on the page.

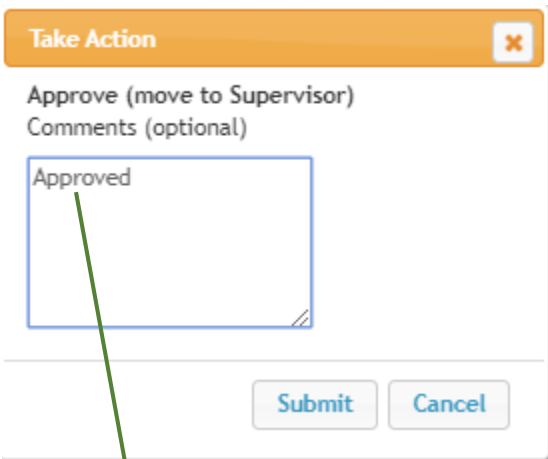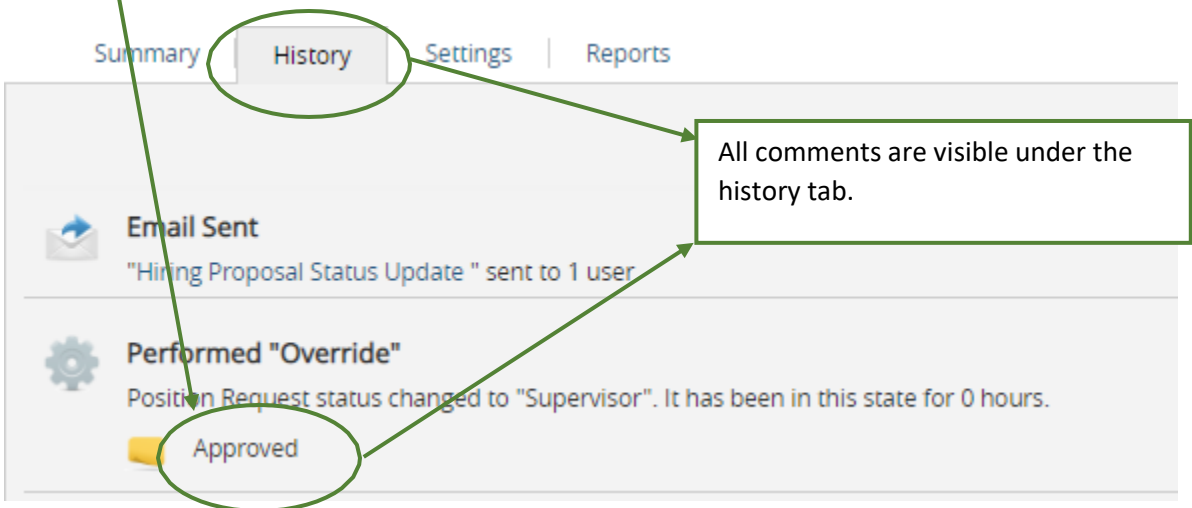| Summary | History | Settings | Reports |

⊘ Hiring Proposal Edit

Approvals

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Cancel (move to Canceled)

Approve (move to Supervisor)

Approve and submit to the supervisor for further approval.

Take Action ✖

Approve (move to Supervisor)
Comments (optional)

Approved

Submit   Cancel

If you wish to include comments, you may enter them in the dialogue box that appears. If you do not wish to, you will simply click submit.

Summary   History   Settings | Reports

All comments are visible under the history tab.

↪ **Email Sent**
"Hiring Proposal Status Update " sent to 1 user

⚙ **Performed "Override"**
Position Request status changed to "Supervisor". It has been in this state for 0 hours.

Approved

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Department Head/Chair)

Return (move to Initiator)

The Supervisor will approve and submit to the Department Head for further approval.

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Compensation for Salary Review)

Approve (move to TA)

Return (move to Supervisor)

The Department Head will approve and submit to TA for final approval.

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Compensation for Salary Review)

Approve (move to TA)

Return (move to Supervisor)

If the salary being offered is above the midpoint, the Hiring Proposal must be submitted to Compensation for salary review and approval.

Each approver has the ability to make edits or send back to the initiator for corrections

Once the Hiring Proposal is approved, Talent Acquisition will create the offer letter for your approval before sending it to the candidate.