
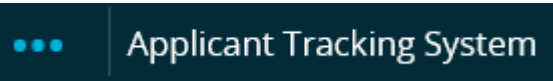
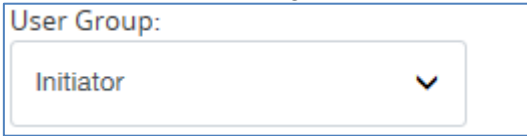

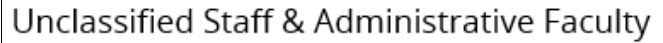



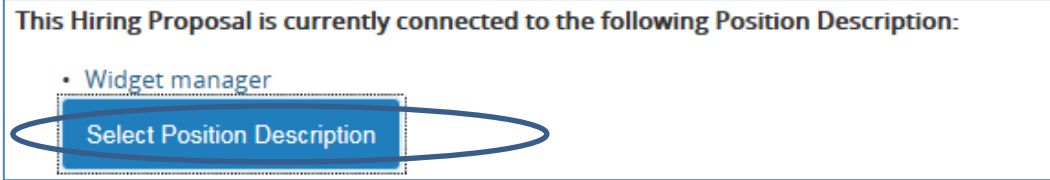
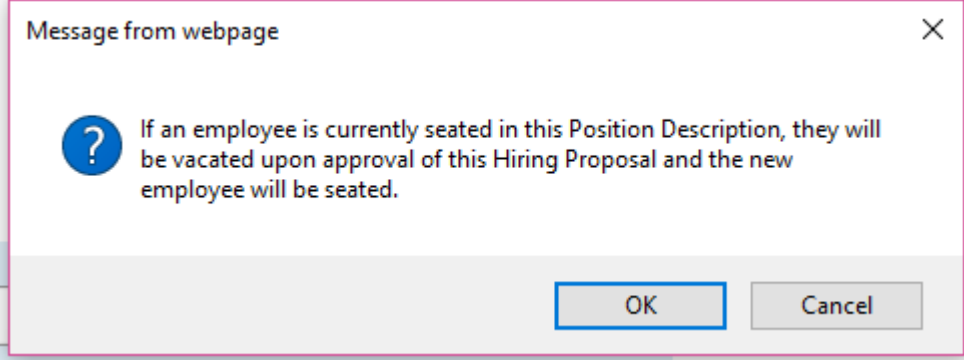


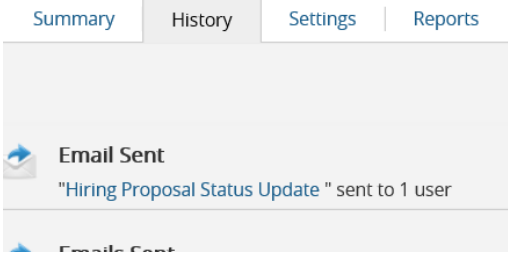

PeopleAdmin Hiring Proposal

Version Date: January 9, 2020

Hiring Proposal

Step	Action																					
1.	<p>Click the Select Module button.</p>  <p>NOTE: If you have just moved the applicant to “Recommend for Hire,” skip directly to Step 9. You may have to change your role to “Initiator” or “Department Approver.”</p>																					
2.	<p>Click the Applicant Tracking System button.</p> 																					
3.	<p>Click the button to the right of the User Group.</p>  <p>Click Initiator or Department Approver to begin the hiring proposal</p>																					
4.	<p>Click the Posting link.</p> 																					
5.	<p>Click the appropriate position type. Both Unclassified Staff & Administrative Faculty and Faculty follow the same process.</p> 																					
6.	<p>To find the position you want to begin the hiring proposal for either use the Search box or find the position from the list.</p>																					
7.;;	<p>The screen will indicate the number of Active Applicants. (Active means they have not been final dispositioned.) Click the arrow next to Actions.</p> <table border="1"> <thead> <tr> <th>Functional Position Title</th> <th>Posting Number</th> <th>Department</th> <th>Active Applications</th> <th>Workflow State</th> <th>Posting Close Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Widget manager</td> <td>S024P</td> <td>Human Resource Management</td> <td>1</td> <td>Posted</td> <td>10/08/2018</td> <td>Actions ▾</td> </tr> </tbody> </table>	Functional Position Title	Posting Number	Department	Active Applications	Workflow State	Posting Close Date		Widget manager	S024P	Human Resource Management	1	Posted	10/08/2018	Actions ▾							
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8.	<p>Select View Applicants from the drop down.</p>																					
9.	<p>Each applicant should have a status. (Final status does not have to be input until an offer is accepted in case you need to go back to another candidate.) Click Actions then View Application on the candidate noted as Recommended for Hire.</p> <table border="1"> <thead> <tr> <th>Applicant Last Name</th> <th>Applicant First Name</th> <th>Documents</th> <th>Posting Number</th> <th>Workflow State (Internal)</th> <th>Application Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Schexnayder</td> <td>Sara</td> <td>Resume, Cover Letter</td> <td>S024P</td> <td>Recommend for Hire</td> <td>August 16, 2018 at 09:34 AM</td> <td>Actions ▾</td> </tr> <tr> <td>schexnayder</td> <td>SarathApplicant</td> <td>Resume</td> <td>S024P</td> <td>Not Interviewed, Not Selcted- Email at Filled</td> <td>August 16, 2018 at 09:38 AM</td> <td>Actions ▾</td> </tr> </tbody> </table>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date		Schexnayder	Sara	Resume, Cover Letter	S024P	Recommend for Hire	August 16, 2018 at 09:34 AM	Actions ▾	schexnayder	SarathApplicant	Resume	S024P	Not Interviewed, Not Selcted- Email at Filled	August 16, 2018 at 09:38 AM	Actions ▾
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Step	Action
10.	<p>In the top right click on Start Unclassified Hiring Proposal</p>  <p>The screenshot shows a dropdown menu with a red header 'Take Action On Job Application'. Below the header are three items: 'View Posting Applied To', 'Preview Application', and 'Start Unclassified Hiring Proposal'. The 'Start Unclassified Hiring Proposal' item is circled in blue.</p>
11.	<p>The current Position Description will populate. Click Select Position Description. <i>Do not</i> select a position from the list below.</p>  <p>The screenshot shows a box titled 'This Hiring Proposal is currently connected to the following Position Description:'. Below the title is a list with one item: 'Widget manager'. Underneath the list is a blue button labeled 'Select Position Description', which is circled in blue.</p>
12.	<p>When selecting the position, this message will display:</p>  <p>The screenshot shows a dialog box titled 'Message from webpage'. The message text reads: 'If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.' At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in blue.</p> <p>Click OK. Ignore the message as this only vacates the position in PeopleAdmin and does not affect the person's status in PeopleSoft or any other LSUHSC applications.</p>
13.	<p>The incumbent salary is the prior incumbent's salary. This and the Budgeted Salary reflect prior entries. The Budget information is easiest entered using the "Hiring Proposal Funding Sheet" available on the home page.</p>
14.	<p>Enter a Proposed Starting Salary and a Proposed Start Date.</p>
15.	<p>Click Next</p>

Step	Action
21.	<p>Once approved by Budget and School/Division Approver, either the Initiator or Department Approver will receive and email indicated they are approved to make the offer.</p> <p>NOTE: It is important to verify the final salary approved before making the offer. Click on the History tab to view notes, which were added as the proposal went through the hiring process</p> 
22.	<p>Once an offer is accepted, go back into the Hiring Proposal and transition the candidate to “Offer Accepted-HR Compensation.” This step kicks off the background check process.</p> 
23.	<p>All other candidates from the posting should be dispositioned to a final status at this stage.</p>