




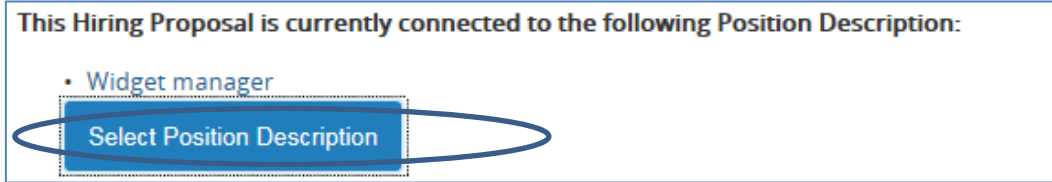
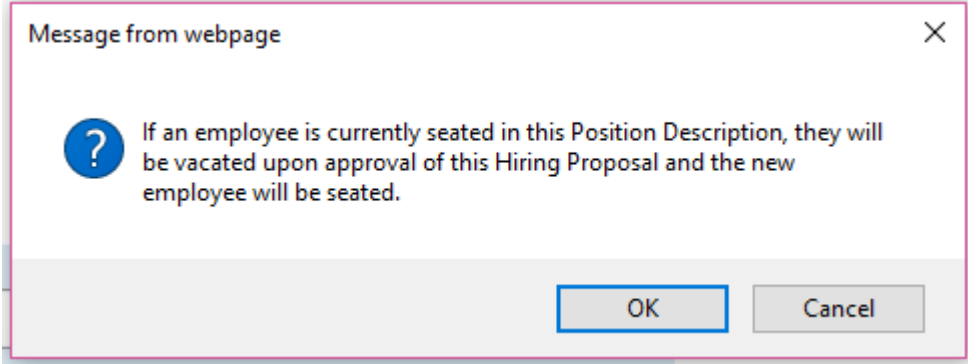
PeopleAdmin Hiring Proposal

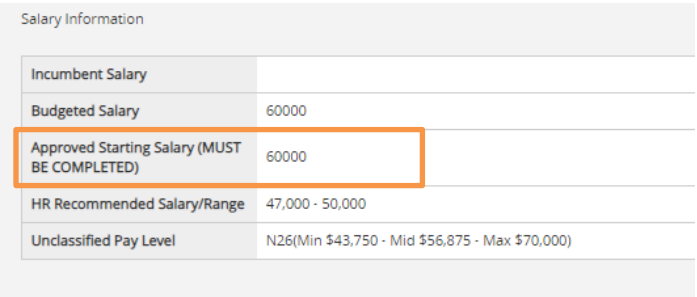
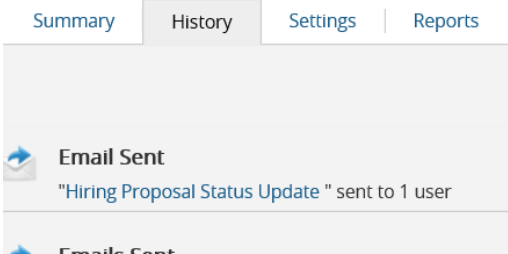

Version Date: January 7, 2021

Hiring Proposal

UNCLASSIFIED AND FACULTY PROCESS (See page 6 for Classified process)


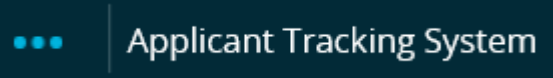

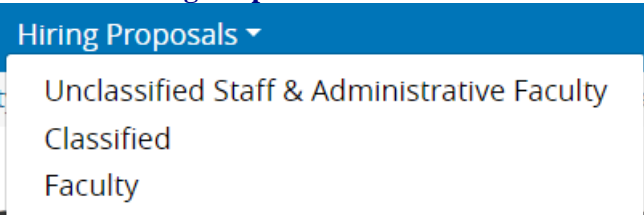

Step	Action														
1.	<p>Click the Select Module button.</p>  <p>NOTE: If you have just moved the applicant to “Recommend for Hire,” skip directly to Step 9. You may have to change your role to “Initiator” or “Department Approver.”</p>														
2.	<p>Click the Applicant Tracking System button.</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. For Classified positions, HR Operations will begin the Hiring Proposal.</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" data-bbox="365 1428 1421 1543"> <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>Actions</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	Actions	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>														

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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" data-bbox="363 407 1406 567"> <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>SaratheApplicant</td> <td>Resume</td> <td>S024P</td> <td>Not Interviewed, Not Selected- 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	SaratheApplicant	Resume	S024P	Not Interviewed, Not Selected- Email at Filled	August 16, 2018 at 09:38 AM	Actions ▾
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10.	<p>In the top right click on Start Unclassified Hiring Proposal</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> 																					
12.	<p>When selecting the position, this message will display:</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>																					

Step	Action												
20.	HR Talent Acquisition will review the proposal and enter an HR Approved Range before forwarding onto Budget for review and approval. Budget and School Division approver should finalize what the offer should be.												
21.	At the Budget or School/Division approver stage, an Approved Starting Salary must be entered.  <table border="1" data-bbox="716 373 1409 667"> <thead> <tr> <th colspan="2">Salary Information</th> </tr> </thead> <tbody> <tr> <td>Incumbent Salary</td> <td></td> </tr> <tr> <td>Budgeted Salary</td> <td>60000</td> </tr> <tr> <td>Approved Starting Salary (MUST BE COMPLETED)</td> <td>60000</td> </tr> <tr> <td>HR Recommended Salary/Range</td> <td>47,000 - 50,000</td> </tr> <tr> <td>Unclassified Pay Level</td> <td>N26(Min \$43,750 - Mid \$56,875 - Max \$70,000)</td> </tr> </tbody> </table>	Salary Information		Incumbent Salary		Budgeted Salary	60000	Approved Starting Salary (MUST BE COMPLETED)	60000	HR Recommended Salary/Range	47,000 - 50,000	Unclassified Pay Level	N26(Min \$43,750 - Mid \$56,875 - Max \$70,000)
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22.	Once approved by Budget and School/Division Approver, either the Initiator or Department Approver will receive an email indicated they are approved to make the offer. <p>NOTE: It is important to use the final salary approved when making the offer. Click on the History tab to view notes, which were added as the proposal went through the hiring process.</p> 												
23.	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. 												
24.	All other candidates from the posting should be dispositioned to a final status at this stage.												

CLASSIFIED PROCESS (This process is for Department Approvers)

Classified positions must follow Civil Service Salary guidelines so there is limited flexibility in determining the starting salary. HR Operations will review the selected candidate and start the Hiring Proposal. The Department Approver will receive an email notice when it is ready for approval.

Step	Action
1.	Either click on the link in the email to reach the Hiring Proposal and skip to Step 6 or Click the Select Module button. 
2.	Click the Applicant Tracking System button. 
3.	Click the button to the right of the User Group . User Group:  Click Department Approver to approve the hiring proposal
4.	Click the Hiring Proposal link and select Classified . 
5.	From the list, select by position title or candidate name by clicking on the name or selecting Edit under the Actions tab. 

Step	Action												
6.	<p>HR will propose a single salary value if the only candidate meets the minimum qualifications. If the candidate qualifies for a higher rate due to Extraordinary Credentials, HR will provide a range.</p> <table border="1" data-bbox="781 264 1398 512"> <tr> <td>Incumbent Salary</td> <td>32,000</td> </tr> <tr> <td>Budgeted Salary</td> <td>32,000</td> </tr> <tr> <td>HR Proposed Salary</td> <td>22,630 - 33,530</td> </tr> <tr> <td>Classified Salary Grade</td> <td>AS609(Min \$22,630 - Mid \$33,530 - Max \$44,429)</td> </tr> <tr> <td>Salary Rationale</td> <td>Extraordinary Credentials - degree and experience</td> </tr> <tr> <td>Approved Starting Salary (MUST BE COMPLETED)</td> <td></td> </tr> </table>	Incumbent Salary	32,000	Budgeted Salary	32,000	HR Proposed Salary	22,630 - 33,530	Classified Salary Grade	AS609(Min \$22,630 - Mid \$33,530 - Max \$44,429)	Salary Rationale	Extraordinary Credentials - degree and experience	Approved Starting Salary (MUST BE COMPLETED)	
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7.	As Department Approver, you should enter the approved starting salary.												
8.	<p>Click Take Action On Hiring Proposal</p> 												
9.	From the drop down menu select Move to Budget.												