Hiring Proposal Workflow

Applicant Manager → Approving Authority → EEO Office → Executive Authority → Human Resources → Offer Accepted → HR Approval

President’s Office
Logging In

• Go to https://jobs.cofc.edu/hr/login

• Select “SSO Authentication” and login with your College username and password.
Selecting Module

• In top left corner of screen, select button with three dots.

• Select “Hire” option. A blue menu banner should be visible.
Selecting User Group

- Click drop-down menu beneath the “User Group” heading to change your user group.
- Select “Applicant Manager.”
Select Type of Position Posted

• Click on “Posting” tab.

• Select “Staff” option, if applicable.
Selecting Position

- Click on the name of the posted position.
Viewing/Selecting Applicant

- Click on “Applicants” tab.
- Click on candidate’s last name.
Starting Hiring Proposal (1)

• Hover mouse over “Take Action on Job Application” orange button.

• Click “Select this step to get option to Start Hiring Proposal (move to Ready to Hire).”

• Select “Submit” when prompted by pop-up box.
Starting Hiring Proposal (2)

• Click “Start Hiring Proposal.”
Selecting Position Description

• Click on the dot next to the position for which you are hiring.
• Click on “Select Position Description.”
• DO NOT CLICK ON THE POSITION TITLE.
• When prompted with “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.” – select “OK.”
Complete Hiring Proposal

- Complete all pertinent and required fields on hiring proposal (including justification, if proposed salary is above minimum).
- NOTE: The side menu will tell you what step you’re on.
- Select “Save.”
- Select “Next.”
Hiring Proposal Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Supporting Document 1</td>
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<tr>
<td>Other Supporting Document 2</td>
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<tr>
<td>Salary Information / Data</td>
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<tr>
<td>Organizational Chart (band 7 &amp; up)</td>
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<td>Competing Offer</td>
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<tr>
<td>Moving expense reimbursement request</td>
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- Generally, you will not have any documents to upload – however, if you do, you can do so by clicking “Actions” and selecting “Upload New.”
- Select “Next.”
• Review the content of your hiring proposal.
• On the orange “Take Action on Hiring Proposal” menu, select “Send to Approving Authority.”
• Include any comments in the pop-up prompt. These comments can be seen by all approving groups.
• NOTE: If you are Approving or Executive Authority, you must login as such and approve the action.
Add To Watch List

Hiring Proposal: John Doe (Staff)

Current Status: Approving Authority
Position Type: Staff
Department: Office Of Human Resources
Applicant: John Doe
Posting: Employment Manager

Created by: John Doe
Owner: Approving Authority

• After sending Hiring Proposal forward, select “Add to Watch List” option.
• On your home page, scroll down to view your Watch List, located below your inbox. You will be able to see the Job Title, Applicant Name, and current owner/status of the Hiring Proposal.