Screenshot Guide

HIRING PROPOSAL

► ACCESSING PEOPLEADMIN

- **HTTP://jobs.cofc.edu/hr/sso** or **my.cofc.edu/employee tab/quicklinks and select PeopleAdmin**
- Sign-In with your computer user name and your regular computer password
- Log in as **Applicant Manager and refresh**
- Select **Applicant Tracking Module**

► WORKFLOW-HIRING PROPOSAL

1. Applicant Manager
2. Approving Authority
3. EEO
4. Executive Authority
5. HR
6. Offer Accepted
7. HR Approves

► IMPORTANT REMINDERS

- Look at the top of the form for messages (green indicates all is well, red indicates an error)
- Select the appropriate module
- Select the appropriate role and refresh
- Start actions with gray menu on the right
- Take action and send along workflow/cancel/etc. with orange Take Action Button on the right
- Actions are confirmed with a green bar at the very top of the form
- If something doesn’t work, look for orange exclamation points in the menu or red error bar at top
- Once you have completed the Hiring Proposal, you may track progress on the History Tab
## STEP 1 – MAKE SURE YOU ARE IN THE RIGHT PLACE

1. **Module** - Applicant Tracking
2. **Role** - Applicant Manager (refresh if changing roles)

### PeopleAdmin | Hiring Proposal

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## STEP 2 – SELECT TYPE OF POSITION POSTED

1. **Postings** - Select Posting Tab
2. **And** - “Staff” in dropdown

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## STEP 3 – SELECT POSTED POSITION

1. **Position** - Click on the Name of the Posted Position

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STEP 4 – VIEW APPLICANTS

View Applicants - Select Applicants Tab

STEP 5 – SELECT CANDIDATE FOR HIRE PROPOSAL

Candidate - Click on Candidate’s Last Name

Note: you may sort to easily find candidate
**STEP 6 – RECOMMEND FOR HIRE**

Start Hire Action - Click on the down arrow and select “Recommend for Hire” and confirm in pop-up box.

**STEP 7 – START HIRING PROPOSAL**

Start Proposal - Select “Start Hiring Proposal”
**STEP 8 – SELECT POSITION**

- Position
  - Click on the dot next to the position you are hiring
  - And
  - Select “Select Position Description”

**STEP 9 – COMPLETE HIRING PROPOSAL**

- Proposal
  - Complete all pertinent and required fields Hiring Proposal
  - And
  - Select “Next”

Note: the blue menu on the left will tell you what step you are on.
STEP 10 – HIRING PROPOSAL DOCUMENTS

Documents-
Generally you will not have any documents; but if you do, you can upload them by selecting “upload” under Actions AND Select “Next” or “Hiring Proposal Summary” from the left Blue Menu

STEP 11 – HIRING PROPOSAL SUMMARY

Approval -
After reviewing the Hiring Proposal, select “Send to Approving Authority” under the Orange Take Action Button”

CONGRATULATIONS
You are well on your way to hiring your new employee. The next screen will tell you how to know where the Hiring Proposal is in the workflow). The Employment Manager will notify you when the approvals are complete. Take this time to prepare for your new employees success by completing your OnBoarding Plan.
**STEP 12 – TRACKING IN THE WORKFLOW**

Tracking - Select Hiring Proposal Tab and “Staff” or “Temporary” employee. All of your Hiring Proposals will be listed with the Status.