Screenshot Guide

TEMPORARY HIRING PROPOSAL

**ACCESSING PEOPLEADMIN**

- [HTTP://jobs.cofc.edu/hr/sso](http://jobs.cofc.edu/hr/sso) or [my.cofc.edu/employee tab/quicklinks and select PeopleAdmin](http://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. Executive Authority
4. HR
5. Offer Accepted
6. HR Approves
7. Budget
8. President

**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

Module-
Applicant Tracking
Role-
Applicant Manager (refresh if changing roles)

STEP 2 – SELECT TYPE OF POSITION POSTED

Postings-
Select Posting Tab
And
“Temporary” in dropdown

STEP 3 – SELECT POSTED POSITION

Position-
Click on the Name of the Posted Position
**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 – START HIRING PROPOSAL

Start-
Click on “Start Hiring Proposal”

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.
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 11 – TRACKING IN THE WORKFLOW

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