

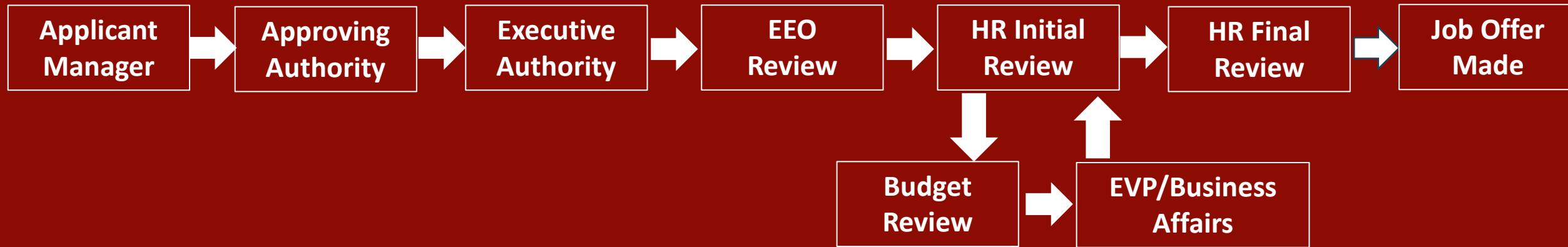


# Hiring Proposal Screenshot Guide

College of Charleston  
Office of Human Resources



# Hiring Proposal Workflow



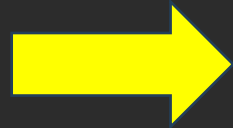


# Logging In

College of Charleston

[Click Here For The College of Charleston Employee LOGIN](#)  
Guest Users Please use the Username and Password Below

Log In



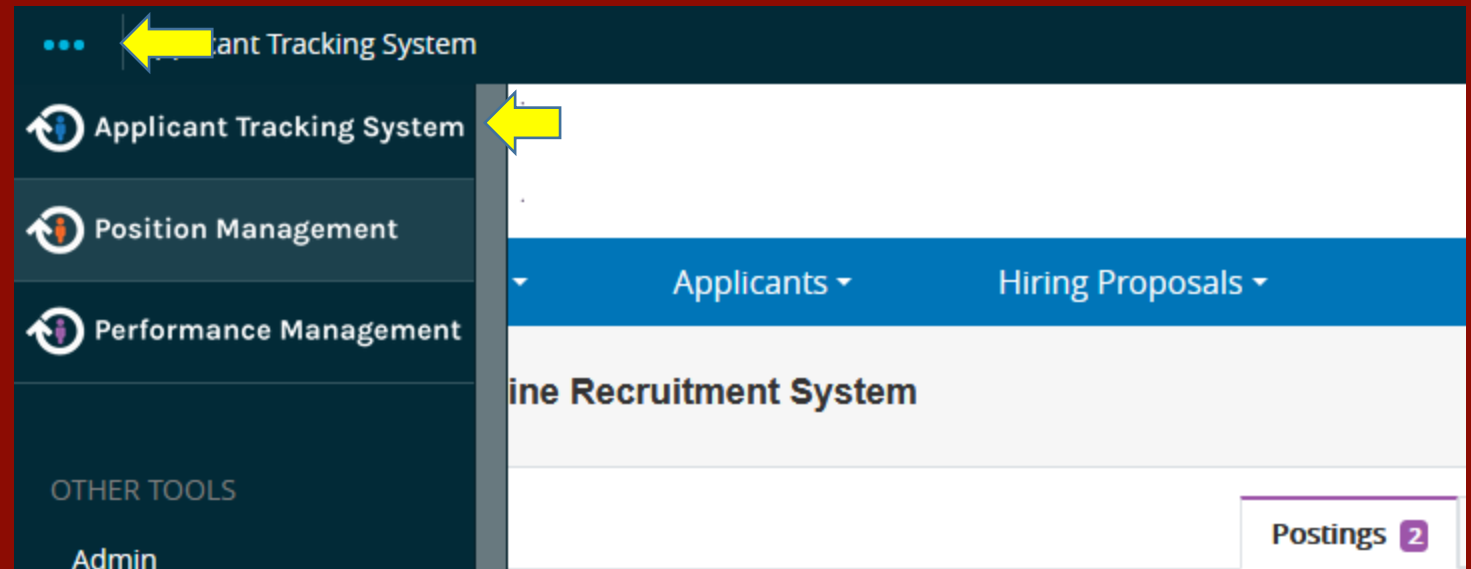
*Authenticate with single sign-on? [SSO Authentication](#)*

- Go to <https://jobs.cofc.edu/hr/>
- Select "SSO Authentication" and login with your College username and password.



# Select Module

- In top left corner of screen, select button with three dots.
- Select “Applicant Tracking System” option. Once selected, a blue banner should be visible.





# Select User Group

COLLEGE of CHARLESTON

User Group: Applicant Manager

Home Postings Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

Inbox Postings 11 Users 208 Hiring Proposals 23 Position Requests 7

SEARCH

0 Filled Postings Last 30 days

- Click drop-down menu beneath the “User Group” heading to change your user group.
- Select “Applicant Manager.” Contact HR if this option is not available.



# Select Type of Position Posted

- Click on “Posting” tab.
- Select “Staff” option, if applicable.

The screenshot displays the College of Charleston HR system interface. At the top, the logo for the College of Charleston is visible. Below it, a navigation bar contains the following tabs: Home, Postings, Applicants, and Hiring Proposals. The 'Postings' tab is highlighted with a yellow arrow. A dropdown menu is open under 'Postings', showing three options: Staff, Faculty, and Temporary. The 'Staff' option is selected, indicated by a yellow arrow. Below the navigation bar, the page title 'Staff Postings' is displayed. A search bar is present with a 'Search' button and a 'More Search Options' button. A search filter 'HR9' is applied, and the search results show 57 records. The interface also includes a 'Saved Searches' dropdown and a 'Clear selection?' button.



# Select Position

**Staff Postings** + Create New Posting

Saved Searches  Search More Search Options

HR9 ×

"HR9" 57 × Delete this search? Selected records 0 × Clear selection? Actions

← Previous 1 2 Next →

<input type="checkbox"/>	Internal Title	Posting Number	Department	Position Number	Active Applications	Last Status Update	Position Supervised By	Last Filled By	Workflow State	Classification Code	Pay Band	Posting Date
<input type="checkbox"/>	Employment Manager	2018046	Office Of Human Resources	086129	1	August 02, 2018 at 02:28 PM			Posted/Opened	AG15	6	

- Click on the name of the posted position.



# Viewing/Selecting Applicant

**Posting: Employment Manager (Staff)** [Edit](#)

Current Status: Posted/Opened

Position Type: Staff  
Department: Office Of Human Resources

Created by: John Doe  
Owner: Human Resources

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Settings | **Applicants** | Jobs | Hiring Proposals | Associated Position Description

Saved Searches ▾ [Search Bar] Search [More Search Options ▾]

HR1 [X]

"HR1" 1 [X] Delete this search? Selected records 0 [X] Clear selection?

Actions ▾ (Actions)

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
<input type="checkbox"/>	Doe	John	018046	August 02, 2018 at 02:32 PM	Under Review by Department/Committee	In Progress		Actions ▾

- 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.**

The screenshot displays a web application interface for managing hiring proposals. The main content area shows details for a job application for John Doe (Staff). A red button labeled "Take Action On Job Application" is visible, with a yellow arrow pointing to it. A dropdown menu is open, showing options for workflow actions. A yellow arrow points to the option "Select this step to get option to Start Hiring Proposal (move to Ready to Hire - Click Link Called Start Hiring Proposal at Right)". The browser address bar shows the URL "https://cofc-sb.peopleadmin.com/hr/job\_applications/103277".



# Starting Hiring Proposal (2)

**John Doe (Staff)**

Click Link Called Start Hiring Proposal at Right Application

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Created by: John Doe  
Owner: Applicant Manager

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- +** Start Hiring Proposal ←
- 📄 Reactivate

- Click “Start Hiring Proposal.”



# Selecting Position Description

- 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.”

**Selected Position Description**

This Hiring Proposal is currently connected to the following Position Description:

- Employment Manager

Select Position Description

cofc-sb.peopleadmin.com says

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.

OK Cancel



# Complete Hiring Proposal

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal

Check spelling

\* Required Information

Employee Last Name: Doe

Employee Middle Name\*

Employee First Name: John

Posting Number: 2018046

Department

State Title: Human Resources Manager II

Classification Code: AG15

Save Next >>

- 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

Editing Hiring Proposal

- ✓ Hiring Proposal
- ✓ Hiring Proposal Documents
- Hiring Proposal Summary

## Hiring Proposal Documents

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

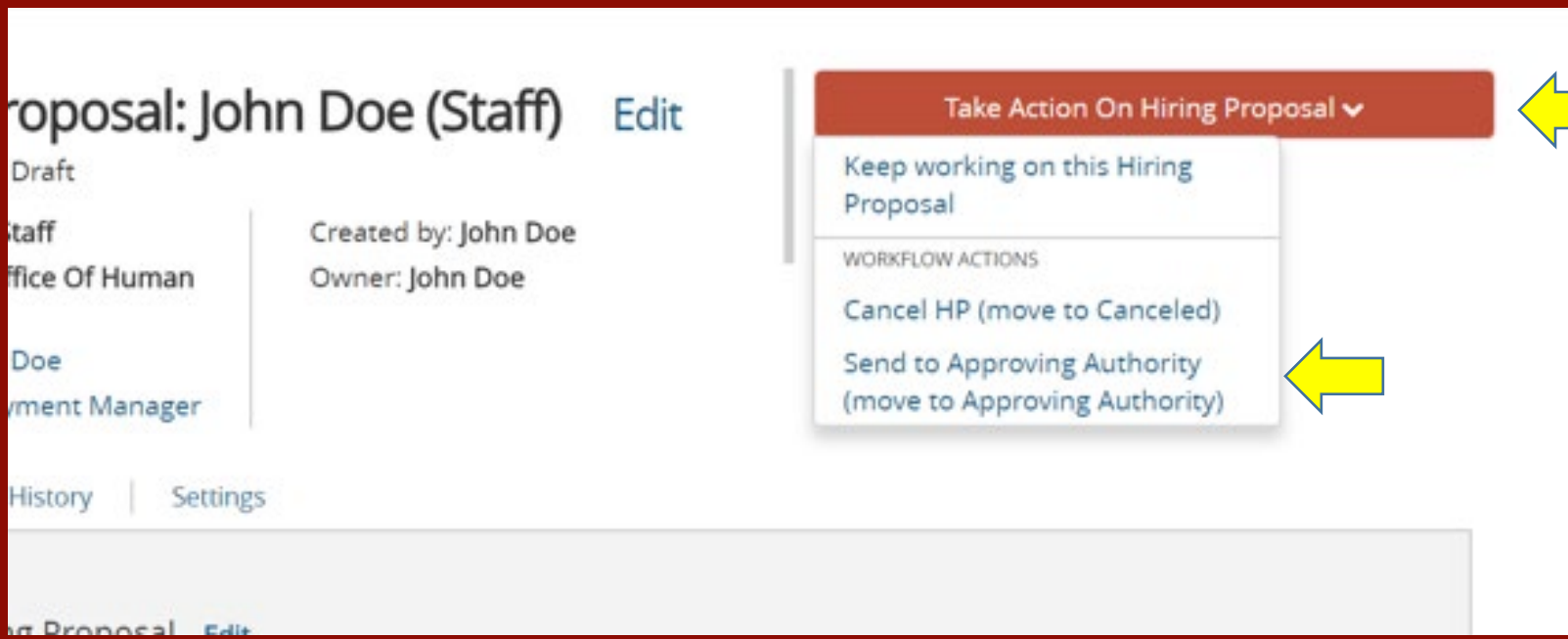
Document Type	Name	Status	(Actions)
Other Supporting Document 1			Actions ▾
Other Supporting Document 2			Actions ▾
Salary Information / Data			Actions ▾
Organizational Chart (band 7 & up)			Actions ▾
Competing Offer			Actions ▾
Moving expense reimbursement request			Actions ▾

Save << Prev Next >>

- 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.”



# Hiring Proposal Summary



- 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

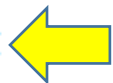
Posting: Employment Manager

Created by: John Doe

Owner: Approving Authority

 Print Preview

 Add to Watch List



Summary

History

Settings

- After sending Hiring Proposal forward, select “Add to Watch List” option.



# Tracking Hiring Proposal

Watch List

Postings 1 Hiring Proposals 1 Position Requests

SEARCH

[Unwatch Hiring Proposals](#)

<input type="checkbox"/>	JOB TITLE	APPLICANT NAME	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Employment Manager	John Doe	Staff	Approving Authority	Approving Authority

- 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.





# Best Practices and Notes

**After selecting a candidate for hire, return to applicant list and change status of the remaining applicants as inactive.**

➤ ***Refer to Applicant Review Screenshot Guide***