



Temporary Hires: Hiring Proposal

College of Charleston
Office of Human Resources

Topics/Processes

- **Approvals Workflow – slide 3**
- **Logging In, Selecting Module – slides 4-5**
- **Selecting User Group - slide 6**
- **Accessing Posting and Applicant – slides 7-10**
- **Starting/Completing Hiring Proposal – slides 11-16**

Please Note: All interviews must be approved by the EEO office prior to scheduling. Once approved, an interview schedule must be sent by the supervisor to HR.



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



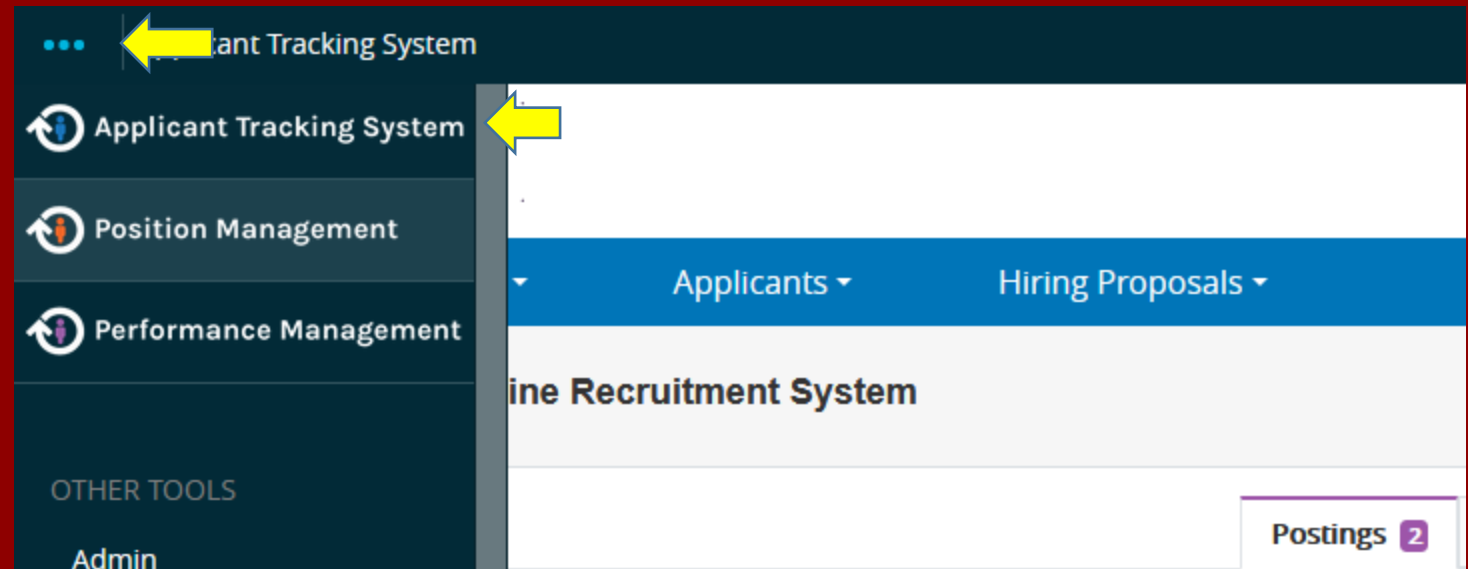
Authenticate with single sign-on? [SSO Authentication](#)

- 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.





Selecting 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

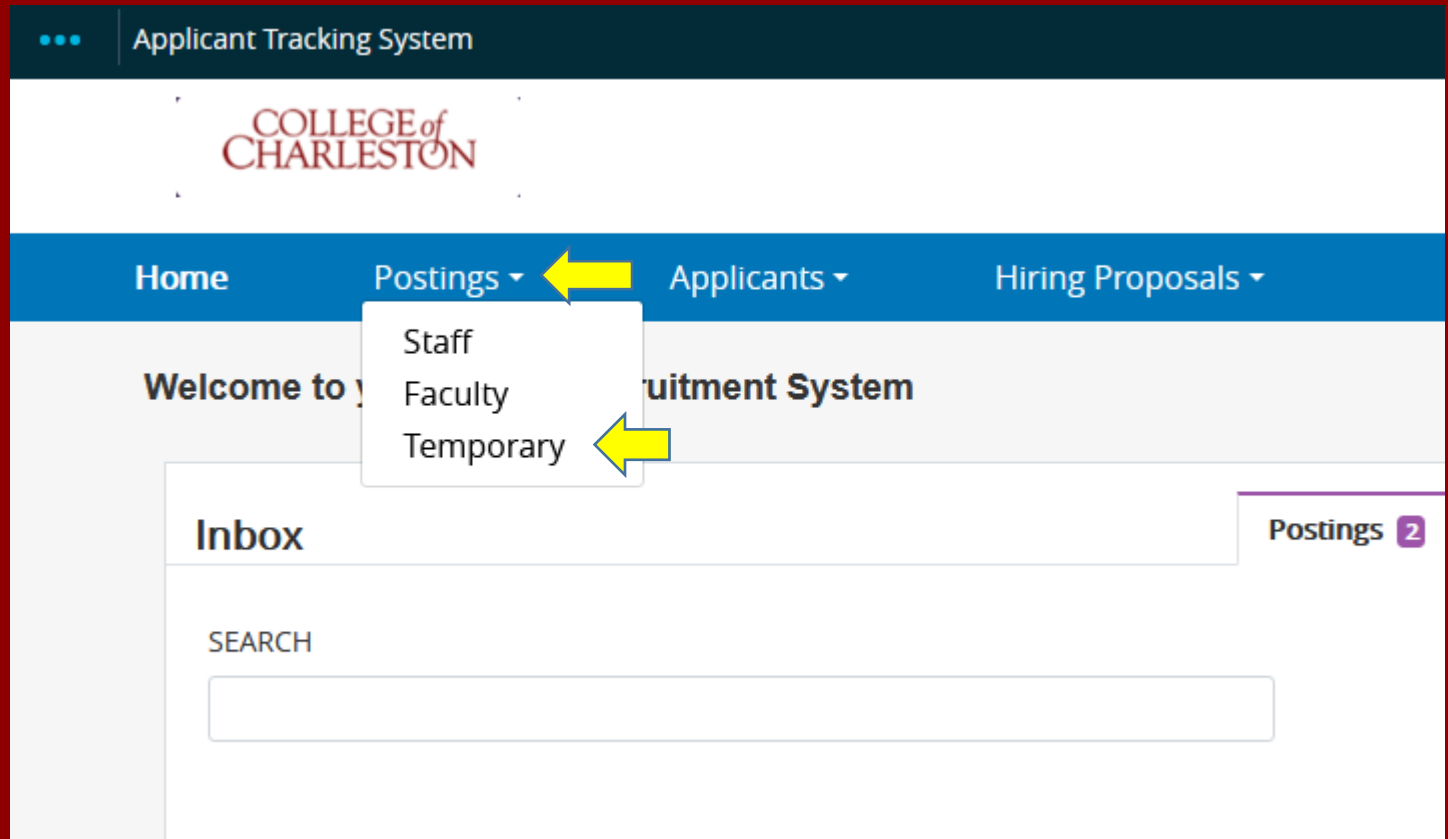
0 Filled Postings Last 30 days

- 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.



Temporary Postings Menu

- From the Home screen, select the “Postings” option from the blue bar.
- Select “Temporary.” This should take you to your list of temporary job postings.





Viewing Temporary Posting

- From the Temporary Postings screen, select the title of the job for which you are hiring.

Temporary Postings

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

HR1 [X]

"HR1" 7 [X] Delete this search? Selected records 0 [X] Clear selection?

<input type="checkbox"/>	Internal Title	Posting Number	Department	Active Applications	Workflow State
<input type="checkbox"/>	Temporary Administrative Assistant and Faculty Secretariat (F/T)**	T202104	Faculty Senate	2	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Driver/Delivery Logistics Specialist (P/T)	T202103	Student Affairs	1	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Test Proctor (P/T)* - RE-ANNOUNCEMENT	T202012	Disability Services	4	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Administrative Specialist (F/T)*	T202011	Health Services	18	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Contact Tracer (4-5 vacancies)*	T202010	Health Services	128	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Campus Registered Nurse (P/T, 3 Vacancies)	T202009	Health Services	2	Closed/Removed from Web/On Hold
<input type="checkbox"/>	Temporary Custodial Day Porter (F/T, 5 vacancies)* - RE-ANNOUNCEMENT	T202007	Custodial Services	6	Closed/Removed from Web/On Hold



Selecting Applicants Tab

- Select the “Applicants” tab on the main posting screen.
- If you have multiple applicants, please refer to the “Applicant Review Screenshot Guide” in the Supervisor’s Toolkit.

Applicant Tracking System

COLLEGE of CHARLESTON

Home Postings ▾ Applicants ▾ Hiring Proposals ▾

Postings / Temporary / Temporary Driver/Delivery Logistics Specialist (P/T) (Closed/Removed from Web/On Hold) / Summary

Posting: Temporary Driver/Delivery Logistics Specialist (P/T) (Tem
Current Status: Closed/Removed from Web/On Hold

Position Type: **Temporary** Created by:
Department: **Student Affairs** Owner: **Human Resources**

Summary History Settings Applicants **←** Reports Hiring Proposals

Please review the details of the posting carefully before continuing.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posti** to review that section and make necessary corrections before moving to the next step in the workflow.

To take action on a posting, select the appropriate **Workflow Action** by hovering over the orange "**Take Action on this Posting**" bu appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

✔ Posting Details [Edit](#)



Select Applicant

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 ▾]

<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 ▾

- From the “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.**

Supervisors' Tool x hiring-proposal x College of Charl x MyCharleston x College of Charl x College of Charl x take screenshot x

Secure | https://cofc-sb.peopleadmin.com/hr/job_applications/103277

Applicants Hiring Proposals Shortcuts

Manager (Posted/Opened) / Applicant Review / John Doe Interview Approved

John Doe

Approved
Application

Created by: John Doe
Owner: Applicant Manager

98

SU

https://cofc-sb.peopleadmin.com/hr/job_applications/103277#

2:51 PM
8/2/2018



Starting Hiring Proposal (2)

John Doe

Click Link Called Start Hiring Proposal at Right Application

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 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.”

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

A screenshot of a web application interface for editing a hiring proposal. The interface is divided into a left sidebar and a main content area. The sidebar has three menu items: 'Hiring Proposal' (highlighted in green), 'Hiring Proposal Documents' (with a green checkmark), and 'Hiring Proposal Summary'. The main content area is titled 'Hiring Proposal' and contains a 'Save' button and a 'Next >>' button. Below these buttons is a 'Check spelling' link and a 'Required Information' section. The form fields are: 'Employee Last Name' (Doe), 'Employee Middle Name*' (empty), 'Employee First Name' (John), 'Posting Number' (2018046), 'Department' (empty), 'State Title' (Human Resources Manager II), and 'Classification Code' (AG15). Two yellow arrows point to the 'Hiring Proposal' menu item and the 'Next >>' button.

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal

Save Next >>

Check spelling

* Required Information

Hiring Proposal

* Employee Last Name Doe

Employee Middle Name*

* Employee First Name John

Posting Number 2018046

* Department

State Title Human Resources Manager II

Classification Code AG15

- 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

Save << Prev Next >>

Hiring Proposal Documents

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

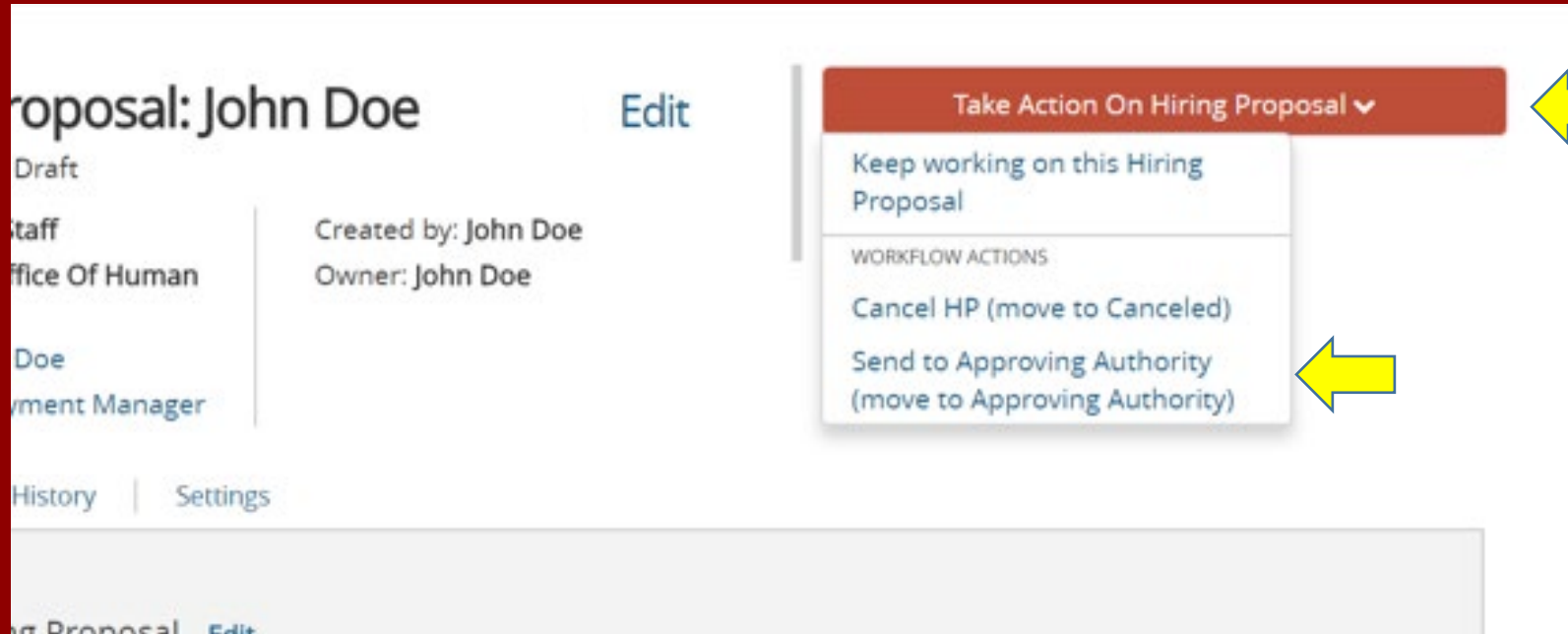
Document Type	Name	Status	(Actions)
Other Supporting Document 1			Actions ▼
Other Supporting Document 2			Actions ▼
Salary Information / Data			Actions ▼
Organizational Chart (band 7 & up)			Actions ▼
Competing Offer			Actions ▼
Moving expense reimbursement request			Actions ▼

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.

Best Practices and Notes

- Change the status of the remaining applicant(s) to “interviewed not selected or not interviewed not selected ” and select a reason why from the drop-down box.

** Don't forget to change your user group to “Applicant Manager”.