

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

HIRING PROPOSALS

Working with Hiring Proposals

APPLICANT TRACKING: Postings – Create a hiring proposal if an applicant has reached the appropriate workflow state.

When you have identified the applicant to hire, the next step is to create a hiring proposal. This connects the job information in the posting with the applicant's information from the application, and may also seat the applicant as an employee in the related position description.

Since each organization's processes are unique, the workflow steps related to hiring proposals vary from one customer to the next. The procedures for working with hiring proposals are presented in very general terms because of this.

Terms that might not match what you see

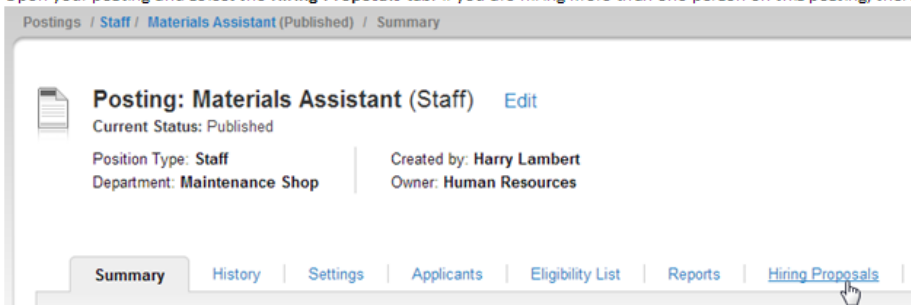
Many elements on your PeopleAdmin site can be renamed to match your organization's terminology, so the buttons, menu tabs, and other elements of your site might not match the terms used in the help.

Posting is a customizable term. Common synonyms: **announcement**, **requisition**, **workforce request**, or **open position**.

Applicant is a customizable term. Common synonyms: **candidate** or **job seeker**.

To access a hiring proposal from a posting

1. Open your posting and select the **Hiring Proposals** tab. If you are hiring more than one person on this posting, there may be more than one hiring proposal listed.



2. Select the hiring proposal of interest. The hiring proposal opens.

To start a hiring proposal

1. Open your posting and view the applicant you have decided to hire.
2. If necessary, open the **Take Action on Job Application** menu and move the applicant to the appropriate state to start a hiring proposal.
3. Select **Start Hiring Proposal - Update Position Description** or **Start Hiring Proposal - No Update to Position**.
4. If the hiring proposal updates a position description, select the appropriate position description from the list of all position descriptions within the position type.
5. On the New Hiring Proposal page, verify the applicant's name and the posting title, and select **Start hiring proposal**. The button's label reflects whether the task includes updating a position description.
6. Provide all information required on the hiring proposal editing page, such as the offer date and anticipated start date, starting salary, and reason for hiring this candidate.
7. Select **Save** or **Next** to save your changes.
8. If you need to provide a document with the hiring proposal, the documents page opens. You can upload a document from your computer, choose a document that has already been uploaded, or create a document using the system's built-in document editor. Select or create the document you need, and select **Submit**. Save your changes.

When you attach a document to a hiring proposal, it does not become associated with the related position description.

For hiring proposals that also update position descriptions: When you save your changes and the hiring proposal is complete, this applicant becomes an employee in SelectSuite®; the applicant's information is copied into the position description and the posting is filled.

For hiring proposals that do not update position descriptions: If the information in the hiring proposal is correct and complete, you will need to move it to the next workflow state – typically, an approval step.