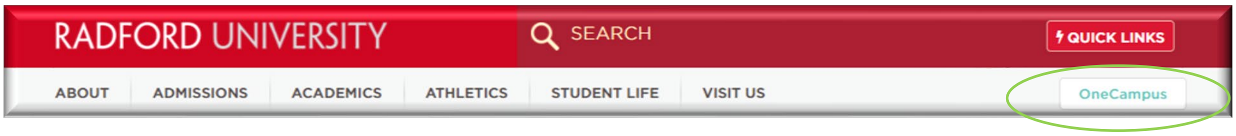
PA-How to create a Hiring Proposal: rvsd 03-8-21

A Hiring Proposal is created ***after*** a final candidate has been selected. The Hiring Proposal must be created and approved prior to the Offer Letter/Appointment Letter being sent to the selected candidate.

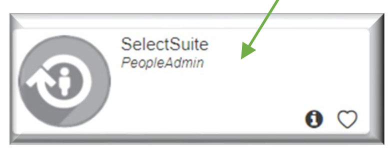
Logging In

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal.

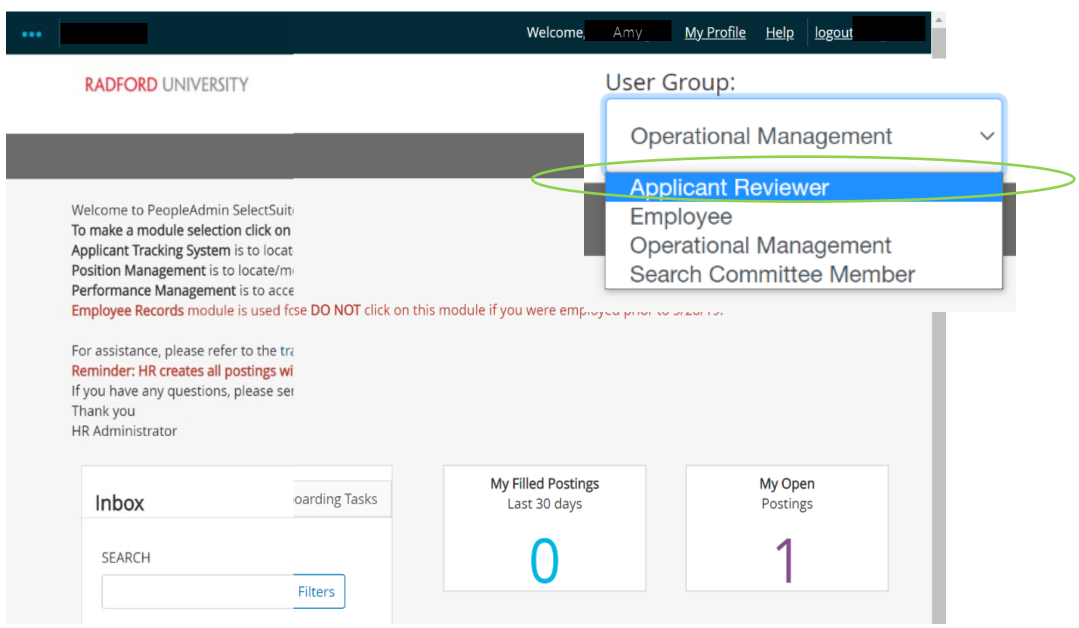
1. Log into your OneCampus Portal, using your Radford credentials



2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.

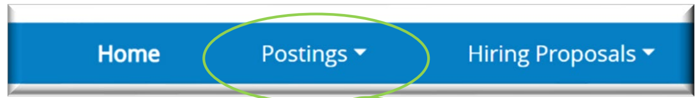


3. Once you have logged into SelectSuite, select the **Applicant Reviewer** user group (this is the drop-down field below your name).

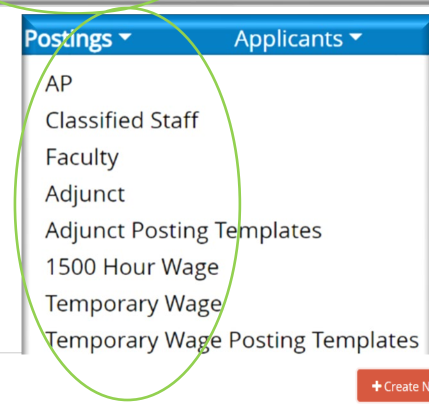


4. Navigate to the Applicant Tracking Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting Applicant Tracking System.

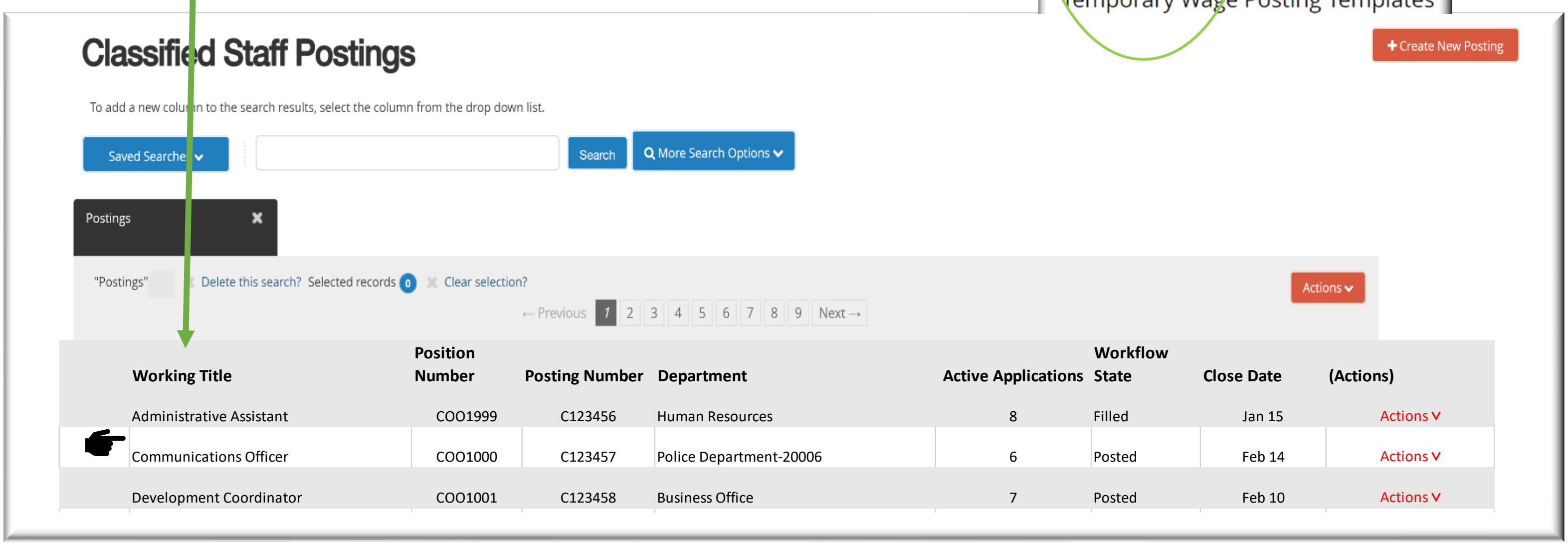
5. Select the Postings tab at the top of your screen.



6. Select the *type* of employee you are looking for. All of your active job postings should now be listed at the bottom of the screen.

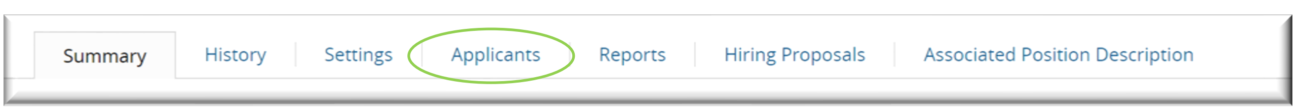


7. Click on the posting for which you wish to review candidates.

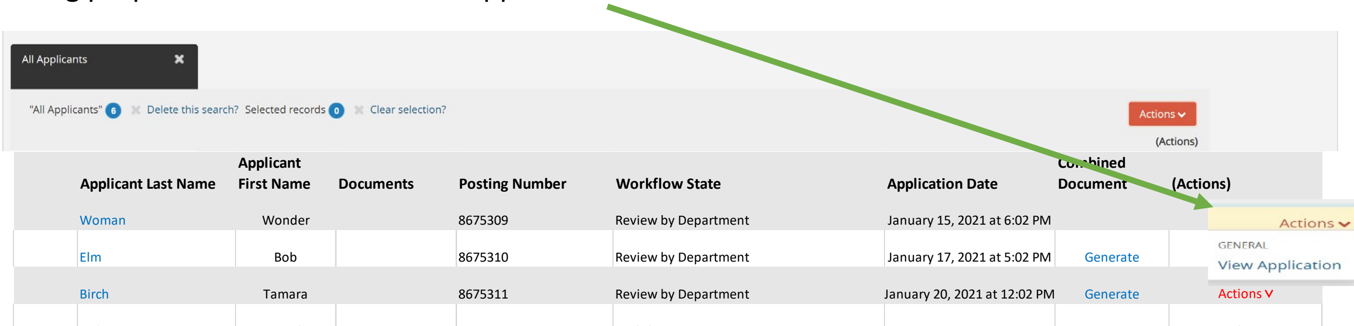


Working Title	Position Number	Posting Number	Department	Active Applications	Workflow State	Close Date	(Actions)
Administrative Assistant	COO1999	C123456	Human Resources	8	Filled	Jan 15	Actions
Communications Officer	COO1000	C123457	Police Department-20006	6	Posted	Feb 14	Actions
Development Coordinator	COO1001	C123458	Business Office	7	Posted	Feb 10	Actions

8. Select the Applicants tab



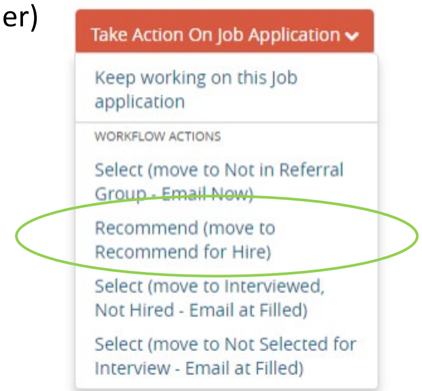
9. Once you can see your applicants, Hover over the Actions tab for the applicant that you want to start a hiring proposal for and select View Application.



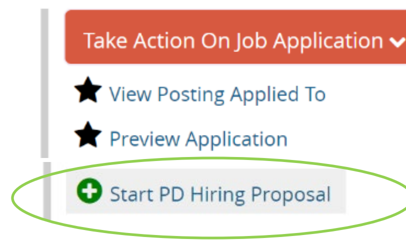
Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State	Application Date	Combined Document	(Actions)
Woman	Wonder		8675309	Review by Department	January 15, 2021 at 6:02 PM		Actions
Elm	Bob		8675310	Review by Department	January 17, 2021 at 5:02 PM	Generate	
Birch	Tamara		8675311	Review by Department	January 20, 2021 at 12:02 PM	Generate	Actions
Oak	Daryl		8675312	Withdrawn	January 03, 2021 at 11:05 AM	Generate	Actions

10. Hover over the **Take Action on Job Application** Menu (Top right-hand corner) and Select **Recommend for Hire**. Select **Submit** *when window pops up*. Select the status that you wish to move this candidate to.

    Please note: For the Next Action, you must change your User Group from Applicant Reviewer to your Assigned User Group!



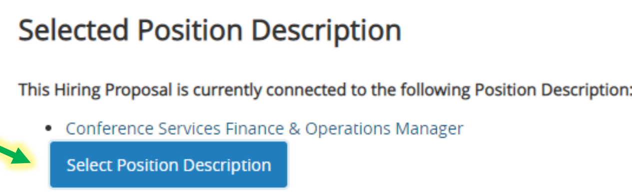
11. On the **Take Action on Job Application** Menu (Top right-hand corner) Select **Start Staff PD Hiring Proposal**



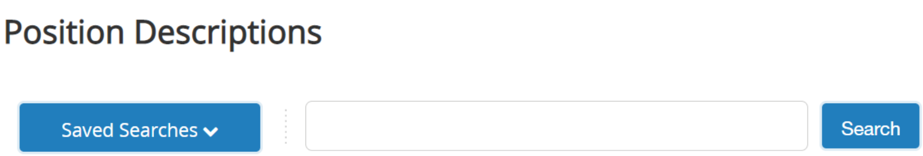
Completing the Hiring Proposal

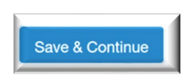
12. On this screen the position from which you are creating the hiring proposal will automatically be selected. Click on **Select Position Description**

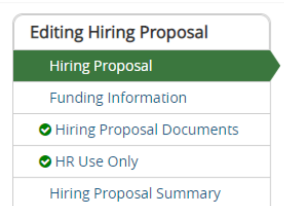
    And "OK" on the popup question that follows.



If a pooled position, you can search the position description by the Position number to locate the correct position.

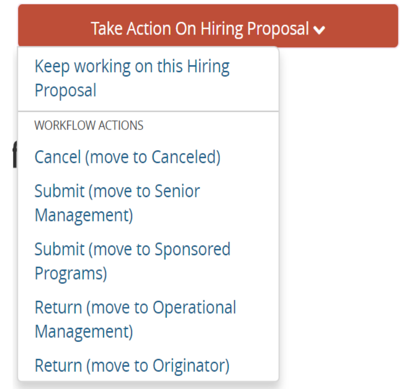


13. You will now be able to edit/complete the fields for the hiring proposal. Required fields are denoted by a *. These fields must be completed. You can continue to each section by selecting  or you can select each section in the left hand menu



The tabs that have exclamation points (!)next to them indicates that there is required information missing that must be completed.

14. When the hiring proposal is complete and ready for routing click on the Take Action on Hiring Proposal button and select the proper action according to your User type and department setup.



Closing out Posting
After the applicants have been dispositioned and proper paperwork has been submitted to Human Resources please notify the HR Consultant or Employment Services Specialist so that the posting status can be changed to Filled.

End