

Hiring Proposal Process

The Hiring Proposal process gives approvers the opportunity to view the selected applicant and approve of the selected applicant so the department can make an offer.

The screenshot shows a web browser window displaying the 'Applicant Review' page for a 'Posting: International Student Admission Specialist (Staff)'. The page includes a search bar, a table of applicant data, and various navigation options.

Posting: International Student Admission Specialist (Staff)
Current Status: Posted
Position Type: Staff
Department: 31500 - Office of International Education
Created by: Jennifer Kailing Wallace
Owner: Search Committee Chair

Buttons: [See how Posting looks to Applicant](#), [Print Preview \(Applicant View\)](#), [Print Preview](#)

Navigation: [Summary](#) | [History](#) | **[Applicants](#)** | [Reports](#) | [Hiring Proposals](#) | [Associated Position Description](#)

Search: Search [Hide search options](#)

Active/Inactive: Inactive | Active

Workflow State: Draft | SC Chair Review | Under Review by Search Committee | Dept Determined Met Min Quals - Selected for Interview

Applicant Data All | [Staff Applications](#) | [Staff Applications](#) (x)

Saved Search: "Staff Applications" (3 Items Found) [Actions](#)

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input checked="" type="checkbox"/>	Valerie	Campbell	0001203	Selected for Hire	October 22, 2013 at 10:53 PM	Actions
<input type="checkbox"/>	Jaspreet	Mann	0001203	Under Review by Search Committee	December 16, 2013 at 03:11 PM	Actions
<input type="checkbox"/>	Lisa	Otani	0001203	Under Review by Search Committee	December 21, 2013 at 04:17 PM	Actions

Once an applicant is selected for hire, the search committee chair or hiring unit must change the applicant workflow state to "Selected for Hire".

The search committee chair will notify the hiring unit that an applicant has been identified to hire and the hiring proposal can begin.

To Begin the Hiring Proposal

The Hiring Unit will access the posting and choose the applicant whose workflow state is "Selected for Hire". Click on the applicant name or click on the action icon next to the applicant name and "View Application".

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

Open Saved Search ▾ Search: Search Hide search options

Add Column: Add Column

Active/Inactive: Inactive, **Active**

Workflow State: Draft, SC Chair Review, Under Review by Search Committee, Dept Determined Met Min Quals - Selected for Interview

Staff Applications ✕

✓ Saved Search: "Staff Applications" (3 Items Found) Actions

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	Valerie	Campbell	0001203	Selected for Hire	October 22, 2013 at 10:53 PM	Actions ▾
<input type="checkbox"/>	Jaspreet	Mann	0001203	Selected for Hire	December 16, 2013 at 03:00	GENERAL
<input type="checkbox"/>	Lisa	Otani	0001203	Under Review by Search Committee	December 21, 2013 at 04:00	View Application

Click on name to view application

Click to view application

The Hiring unit will be able to click "Start Hiring Proposal" to begin this action.

Job application: Jaspreet Mann (Staff)

Current Status: Selected for Hire
Application form: Staff Application

Full name: Jaspreet Mann
Address: 7945 Thornapple Hollow SE, Grand Rapids, MI, United States of America
Username: jkmann712
Email: emailaddress@zed.zed
Phone (Primary): (616) 308-2952
Phone (Secondary):
Position Type: Staff
Department: 31500 - Office of International Education

Created by: Jaspreet Mann
Owner: Search Committee Chair

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 📄 View Completed Hiring Proposal
- ➕ Start Hiring Proposal**
- 🔄 Reactivate

First step is to select the correct position.

Selected Position Description

- International Student Admission Specialist ← The person will be selected for the position which was posted unless another position is selected from a search or the list below

Position Descriptions

Open Saved Search ▾ Search: Search Hide search options

Add Column: Add Column

Status: Draft, Active, Locked, Inactive

Department: 21000 - Presidents Office, 21003 - Diversity and Inclusion Office, 22000 - Budgetary Planning & Analysis, 31000 - Academic Affairs

Positions for Posting ✕

✓ Saved Search: "Positions for Posting" (3145 Items Found) ⊕

← Previous | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ... | 104 | 105 | Next →

<input type="radio"/>	RFP Question/Answer Title	Department	RFP Question/Answer Number	Last Updated	Status	(Actions)
<input type="radio"/>	HR Assistant-III	53000 - Human Resources	12536		Active	Actions ▾
<input type="radio"/>	Operations Technician	54300 - Technology Assistance Center	C13037	November 21, 2008 at 03:55 PM	Active	Actions ▾

If you are choosing another position other than that which is posted, you can select from the list or search. If you want the position which is posted, scroll to the bottom of the page and click “Select Position Description”.

<input type="radio"/>	Payroll Clerk Level 2	56022 - Payroll Office	C13065	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 2	37000 - Pharmacy Deans Office	C13068	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 3	38000 - CET Deans Office	C13071	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 2	38500 - Corp and Professional Development	C13074	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 2	43100 - Developmental Curriculum	C13072	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 2	38300 - Sch of Cpt-EET-Energy-MET-SurvSys	C13073	November 21, 2008 at 03:55 PM	Active	Actions ▾
<input type="radio"/>	Secretary Level 1	36000 - Optometry Deans Office	C13070	November 21, 2008 at 03:55 PM	Active	Actions ▾

← Previous 1 2 3 4 5 6 7 8 9 ... 104 105 Next →

Select Position Description

The next step is to provide the required information to submit the hiring proposal for approval.

Secondary Telephone Number (format: xxx-xxx-xxxx)

Email Address emailaddress@zed.zed

Position Information

Position Number C13178

Posting Title International Student Admission Specialist

Hiring Proposal Information

* Recommended Salary This field is required.

Salary Budget (NBAPBUD)

Start Date

Save Next >>

Most of the key information will populate, you will be required to complete the Recommended Salary, and Start Date. You can Save and click on the Hiring Proposal Summary page if you will not be adding any additional documents or you can click “Next” to go to the Hiring Proposal documents page to attach justification or other supporting documentation.

Editing Hiring Proposal

Candidate Selection Form

Candidate Selection Form

Hiring Proposal Documents

Hiring Proposal Summary

Check spelling

* Required Information

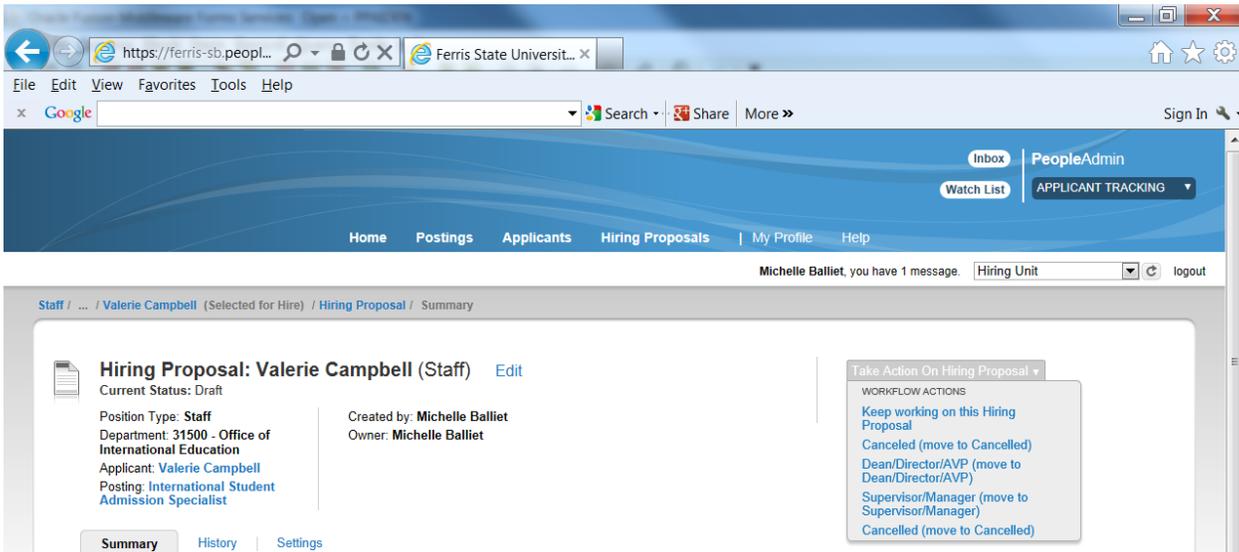
Employee Information

Save Next >>

Once all information is completed, you will need to return to the summary page and move the proposal forward.

From the summary page will be able to send the action to the next approval level by selecting the orange icon,

Take Action On Hiring Proposal ▾



Once all approvals are received, the hiring unit will receive notification and the action will show up in your inbox.



You will now be able to make an offer to the applicant. The only exception to making a job offer from the department is CTA positions which require Human Resources to make the job offer.