Our Tradition...

Your Opportunity

PV TALENT SYSTEM
COMPLETING THE HIRING PROPOSAL
1. Once you have changed an applicant’s workflow state to “Recommend for Hire”, you can then begin the Hiring Proposal.

2. Click “Start Hiring Proposal”.

Current Status: Recommend for Hire

Application form: Staff Employment Application

Full name: Test Applicant03
Address: test, TX, United States of America
Username: testapplicant03
Email: test@test.com
Phone (Primary): 713-555-6369
Position Type: Staff
Department: Office of Academic Affairs

Created by: Test Initiator
Owner: Initiator
1. Select the Position Description for the position to be filled.

2. Click “Select Position Description.”
1. The required pages for the Hiring Proposal will be on the left.

2. The Demographic Info for the applicant will be listed.

3. Click “Next.”

The Demographic Info for the applicant will be listed.
1. Key Details about the position being filled will be on the "Position Information" page.

2. Click "Next".

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
</tr>
<tr>
<td>Posting Title</td>
</tr>
<tr>
<td>PIN #</td>
</tr>
<tr>
<td>Title Code</td>
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<tr>
<td>Job Category</td>
</tr>
<tr>
<td>FLSA</td>
</tr>
<tr>
<td>Salary Grade</td>
</tr>
<tr>
<td>Min Salary or Wage</td>
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<tr>
<td>Required Education</td>
</tr>
<tr>
<td>Required Experience</td>
</tr>
<tr>
<td>Required Knowledge, Skills &amp; Abilities</td>
</tr>
</tbody>
</table>
1. Click “Add Work Reference Entry” to begin adding work references.

NOTE - A prospective hire’s work references (as listed on the application) must date back to reflect at least the minimum experience required to perform in the position.
1. Enter the work reference details

2. Continue adding work references until all have been listed as required.

3. Click “Next”.

NOTE – Work reference checks must be conducted by the hiring supervisor.
1. Budget Info as last entered will populate but can be edited as needed.

2. Click “Next”.

Please review the budgetary information provided below for this position and include any additional salary accounts that this position will be paid from below. If the salary account(s) have changed since the position description was last approved, please indicate the appropriate account numbers and account titles below below.

**Dates of Employment**
- From: 09/01/2014
- To: 09/30/2015

**Employment Type**: Regular F/T

**Is this position grant-funded**: No

If Employment Type above is Grant-Funded, what is the duration in years of this position? N/A

**Number of hours worked per week**: 40

**Proposed Salary Range**: $36,726 - $56,250

**Term**: 12-months

Please indicate the number of positions: N/A
1. Fill the prospective hiring details.

2. The reason for selection of the candidate must be specific.

3. Click “Next”.

NOTE – The Actual Start Date and Orientation Date will typically be the same.
1. Visual Compliance Screening is required for all grant and research positions.

NOTE - Visual Compliance Screening is conducted by the Office of Research Compliance. The Hiring Proposal will need to be routed to Research Compliance for this process to take place. The hiring department **DOES NOT** need to fill out any details on this page.

2. Click “Next”.
1. Quick details about the Hiring Proposal will be here.

2. Summary details will be here.

3. Click “Edit” to make changes or clear an error.
Click “Take Action On Hiring Proposal” to route the Hiring Proposal.

NOTE – Select “Keep Working on this Hiring Proposal” to keep as Draft until ready to route it.
1. Once you have selected the routing option, this screen will appear.

2. Comments can be added here.

3. To add a Hiring Proposal to your Watch List, check the box. If you select the option “Keeping Work on this Hiring Proposal”, it is encouraged that you add it to your Watch List for easy retrieval later.

4. Click “Submit” to send the action for approval.
The green confirmation notification above will appear when you have successfully routed the position.