

Section 7:

Completing the Hiring Proposal

This section includes instructions on how to complete the Hiring Proposal

Completing the Hiring Proposal

- **A Hiring Proposal is to be completed once a successful candidate has been placed in a status of “Recommend for Hire”.**

The Hiring Proposal

- The Hiring Proposal electronically seats a successful candidate into the Position Description for which the individual was hired via the PV PAWS system.
- The purpose of the Hiring Proposal is to assist the Office of Human Resources with ensuring vacated positions are being filled and that all pre-employment steps were completed during the Hiring Process.

Before Completing the Hiring Proposal

Before completing the Hiring Proposal please complete the following steps after a successful candidate has been identified by the department:

1. Interviewing notes and matrices are provided to EEO Officer in paper format and successful candidate is approved by EEO Officer.
2. Complete background check through the Office of Human Resources.
3. Once the background check is returned clear, send letter of offer of employment to candidate with approved salary information. Sample offer letters can be requested from the Office of Human Resources.
4. After the offer letter of employment is returned with successful candidate's signature securing the offer has been accepted, you may then begin the Hiring Proposal.

Let us complete the Hiring Proposal...



Click here to begin the "Hiring Proposal" for the successful applicant

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Active Applicants

1 Record

<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	All / None
Revere, Paul View Staff App		0	02-14-2006	Recommend for Hire Begin Hiring Proposal Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Begin Hiring Proposal for Job Description

Click here to Start Action

1 Record

 Action

Hiring Proposal for Job Description Listed Below

[Start Action](#)

The bottom of the screen shows the position for which the Hiring Proposal is being completed

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position

Begin Hiring Proposal for Selected Position link above.

1 Record

Classification Title	Class Code	Current Employee Last Name	Last Action
Senior Student Recruiter	9871	Attucks	Hiring Proposal Updated

CANCEL



- JOB POSTINGS
 - VIEW ACTIVE
 - VIEW HISTORICAL
 - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
 - BEGIN NEW ACTION
 - SEARCH ACTIONS
 - PENDING ACTIONS
 - SEARCH POSITIONS
- ADMIN
 - HOME
 - CHANGE DEFAULT VIEW
 - CHANGE PASSWORD
 - LOGOUT

Hiring Proposal

CONTINUE TO NEXT PAGE >>

Certain fields will default based on previous entries from the PD Module and the Application Form. All required fields must be completed.

*Required information is denoted with an asterisk.

Employee First Name	<input type="text" value="Paul"/>
Employee Last Name	<input type="text" value="Revere"/>
Social Security Number	<input type="text" value="555667777"/>
Date of Birth	<input type="text" value="10-10-1936"/> MM/DD/YYYY -or- MM-DD-YYYY
Recommended Salary	<input type="text" value="3.00"/>
Proposed Start Date	<input type="text" value="02-01-2006"/> MM/DD/YYYY -or- MM-DD-YYYY
Has a Form 500/EPA document been approved by the Budget Office?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
Has HR reviewed the offer letter?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
HR Comments:	
* Department:	<input type="text" value="Sample Office"/> ▼



Note: Please review the document carefully to be sure all information is correct before moving on to the next step.

- JOB POSTINGS
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Has HR Form 500/501-A document been approved by the Budget Office? Yes No No Response

Has HR reviewed the offer letter? Yes No No Response

HR Comments:

* Department: Sample Office

* Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Not Selected		Selected
Cess, Prin	>	Creator, Sample
DeanDirector, Sample	<	Hiring Authority, Sample
	>>	
	<<	

Select the individuals that will should have access to review the position information here

To move one individual from the "Not Selected" box to the "Selected" box click this button

CONTINUE TO NEXT PAGE >>

Click here to continue when finished completing the Hiring Proposal

CANCEL PREVIEW ACTION



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

View Action Summary

Action: Hiring Proposal for Job Description Listed Below

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

- Save Action Without Submitting
- Submit Hiring Proposal to HR

Click here to submit Hiring Proposal to HR and Continue

Hiring Proposal

Employee First Name	Paul
Employee Last Name	Revere
Social Security Number	555667777
Date of Birth	10-10-1936
Recommended Salary	3.00



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

• Welcome **Sample Hiring Authority**. You are logged in with Department View.

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Hiring Proposal to HR

GO BACK

CONFIRM

Click to confirm submitting Hiring Proposal to HR





JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

• Welcome **Sample Hiring Authority**. You are logged in with Department View.

View/Edit Posting - Senior Student Recruiter

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
------------	---------------------------------	--	--	----------------------------	--	---------------------------------

✓ The status of Action has successfully been changed to **Hiring Proposal Submitted to HR**.

You may logout when finished

The Hiring Proposal action has been successfully completed when this message appears

<input checked="" type="checkbox"/> Name	Documents	<input checked="" type="checkbox"/> Score	<input checked="" type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status
Revere, Paul View Staff App		0	02-14-2006	Hiring Proposal Submitted Change Status

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

View Multiple

Minimum Score:

VIEW MULTIPLE APPLICATIONS

Include:

Active Applicants

VIEW MULTIPLE DOCUMENTS

For questions regarding the PV PAWS system please contact:

Elmary Wells
Employee Relations Coordinator
Office of Human Resources
(936)261-1723
elwells@pvamu.edu

or

Jana Smith
Employment Specialist
Office of Human Resources
(936) 261-1729
jbsmith@pvamu.edu