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".

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The Hiring Proposal

- The Hiring Proposal electronically seats a successful faculty candidate into the Position Description for which the individual was hired via the PV PAWS Faculty Module.

- 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 are 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. Provide the EEO Officer your interview notes and matrices (in paper format) for all candidates screened as well as those candidates interviewed to include the successful candidate chosen for the position.

2. Complete background check through the Office of Human Resources.

3. Send the _Memorandum of Appointment_ or _Letter of Offer_ only after the background check results are clear. The Memorandum of Appointment must contain the correct tile, title code, salary, and term. Sample Memorandum of Appointment can be requested from the Office of Academic Affairs. The Memorandum of Appointment is sent by the Department via the Dean to the Provost for approval and mailing.

Before Completing the Hiring Proposal (cont'd)

4. Begin the Hiring Proposal only after the Memorandum of Appointment is returned with successful candidate's signature.

5. Request an email account and telephone number by completing and sending to the Office of Human Resources an Email Request Form for the new faculty that is being hired.

Note: All the above listed steps must be completed prior to the five working day deadline set by Office of Human Resources to receive the Hiring Proposal.

Let us complete the Hiring Proposal…

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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.
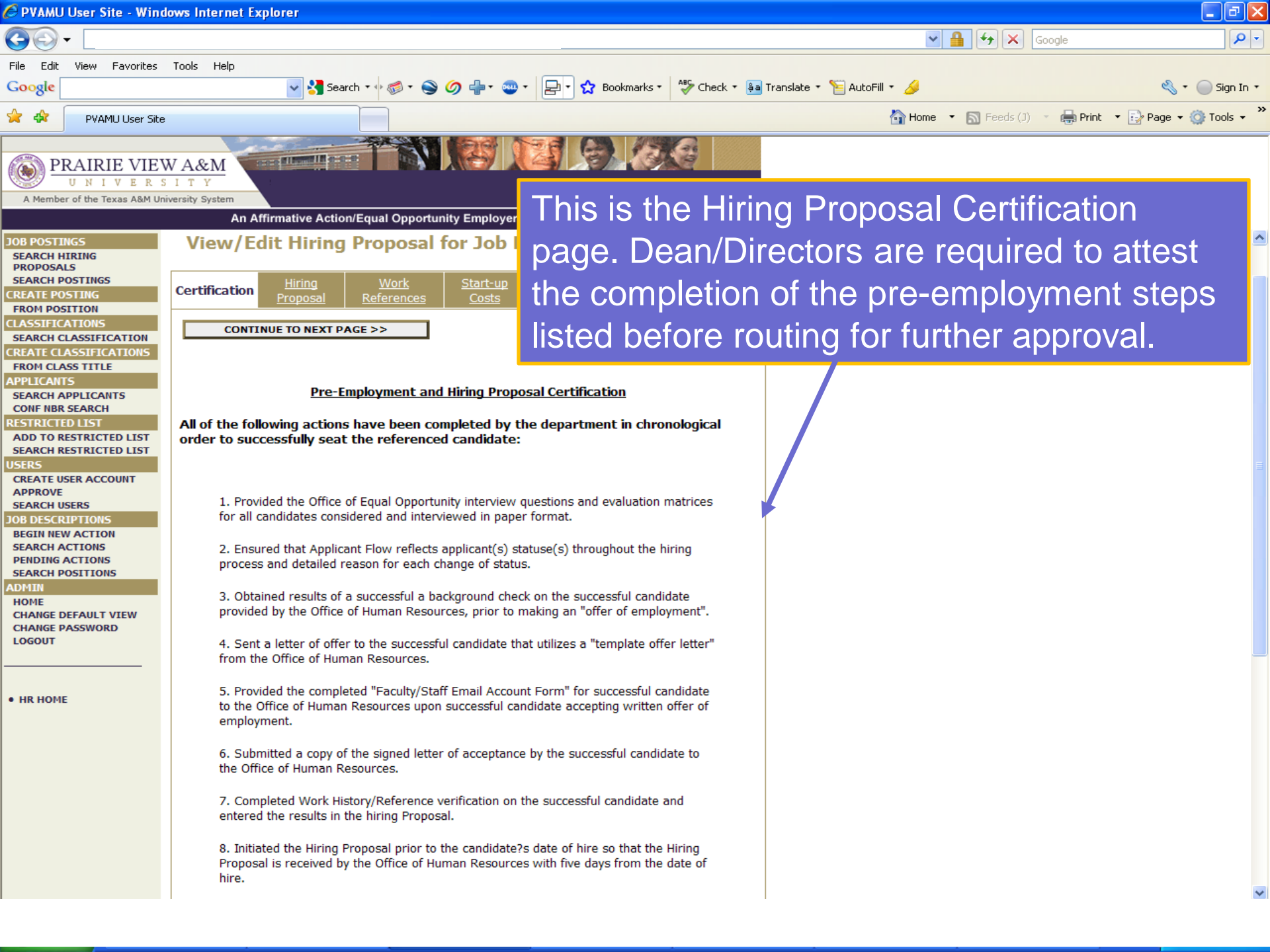
Currently Selected Position

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

PVAMU User Site - Windows Internet Explorer

File Edit View Favorites Tools Help

Google

Search · · · Bookmarks · Check · Translate · AutoFill · Sign In

Home Feeds (3) Print Page Tools

PVAMU User Site

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View/Edit Hiring Proposal for Job

This is the Hiring Proposal Certification page. Dean/Directors are required to attest the completion of the pre-employment steps listed before routing for further approval.

Certification	Hiring Proposal	Work References	Start-up Costs

CONTINUE TO NEXT PAGE >>

Pre-Employment and Hiring Proposal Certification

All of the following actions have been completed by the department in chronological order to successfully seat the referenced candidate:

1. Provided the Office of Equal Opportunity interview questions and evaluation matrices for all candidates considered and interviewed in paper format.

2. Ensured that Applicant Flow reflects applicant(s) statuse(s) throughout the hiring process and detailed reason for each change of status.

3. Obtained results of a successful a background check on the successful candidate provided by the Office of Human Resources, prior to making an "offer of employment".

4. Sent a letter of offer to the successful candidate that utilizes a "template offer letter" from the Office of Human Resources.

5. Provided the completed "Faculty/Staff Email Account Form" for successful candidate to the Office of Human Resources upon successful candidate accepting written offer of employment.

6. Submitted a copy of the signed letter of acceptance by the successful candidate to the Office of Human Resources.

7. Completed Work History/Reference verification on the successful candidate and entered the results in the hiring Proposal.

8. Initiated the Hiring Proposal prior to the candidate?s date of hire so that the Hiring Proposal is received by the Office of Human Resources with five days from the date of hire.

File   Edit   View   Favorites   Tools   Help

Google

Bookmarks   Check   Translate   AutoFill   Sign In

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Home   Feeds (J)   Print   Page   Tools

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JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH PO
CREATE POS
FROM POSI
CLASSIFICA
SEARCH CLA
CREATE CLA
FROM CLAS
APPLICANTS
SEARCH AP
CONF NBR SEARCH
RESTRICTED LIST
ADD TO RESTRICTED LIST
SEARCH RESTRICTED LIST
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
LOGOUT

• HR HOME

4. Sent a letter of offer to the successful candidate that utilizes a "template offer letter" from the Office of Human Resources.

> **The Dean/Director will then need to certify that all pre-employment steps were completed prior to completing the Hiring Proposal.**

entered the results in the hiring Proposal

8. Initiated the Hiring Proposal prior to the candidate?s date of hire so that the Hiring Proposal is received by the Office of Human Resources with five days from the date of hire.

9. Initiated an Electronic Payroll Action (EPA) to place successful candidate on payroll effective the 1st or 15th of the following month. Ensured the EPA has been routed through and approved by all parties within three working days prior to date of hire.

*Required information is denoted with an asterisk.

As the Hiring Manager for this position, I certify that the above listed steps are completed prior to completing the Hiring Proposal on the successful candidate in the PV PAWS system. Failure to comply with this process will delay the hire of the successful candidate.

* ○ Yes
  ○ No
  ● No Response

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

CANCEL   **VIEW ACTION SUMMARY >>**

> **When finished click to continue to move to the next page.**

JOB POSTINGS
VIEW ACTIVE
VIEW HISTORICAL
SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

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CHANGE DEFAULT VIEW
CHANGE PASSWORD
LOGOUT

Hiring Proposal

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asteris

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

Employee First Name	Paul
Employee Last Name	Revere
Social Security Number	555667777
Date of Birth	10-10-1936 MM/DD/YYYY -or- MM-DD-YYYY
Recommended Salary	3.00
Proposed Start Date	02-01-2006 MM/DD/YYYY -or- MM-DD-YYYY
Has a Form 500/EPA document been approved by the Budget Office?	⦿ Yes ○ No ○ No Respons
Has HR reviewed the offer letter?	⦿ Yes ○ No ○ No Respons
HR Comments:	
* Department:	Sample Office

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

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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 a Form 500/EPA 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 ▾

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

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

Select the individuals that 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 to move to the next page.

SAVE AND STAY ON THIS PAGE

CANCEL   **PREVIEW ACTION**

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This is the "Work References" page of the Hiring Proposal.

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JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH POSTINGS
CREATE POSTING
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATION
CREATE CLASSIFICATION
FROM CLASS TITLE
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
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USERS
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SEARCH USERS
JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

View/Edit Hiring Proposal for Job Description Listed Below

| Certification | Hiring Proposal | **Work References** | Start-up Costs | Supplemental Documentation |

Directions: Please complete the following information below to verify the successful candidate's work history references. This information must be completed as a part of the Hiring Proposal in order for the successful candidate to begin working. Failure to complete this section may result in the delay of the candidate's start date.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

This is a "Builder Format" page. Click "Add Entry" to begin entering the hires "Work References".

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

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Enter the information related to the work reference verified.

JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH POSTINGS
CREATE POSTING
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATION
CREATE CLASSIFICATION
FROM CLASS TITLE
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
RESTRICTED LIST
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SEARCH RESTRICTED LIS
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Company Name:	ABC Company
Company Contact Name:	Jane B. Breezy
Company Contact Phone:	555-555-5555
Date of Verification of Employment:	09/15/2009
Notes:	

ADD ENTRY

CANCEL

Click "Add Entry" when finished.

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JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH POSTINGS
CREATE POSTING
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CREATE CLASSIFICATION
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APPLICANTS
SEARCH APPLICANTS
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APPROVE
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JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Directions: Please complete the following information below to verify the successful candidate's work history refere... completed as a p... for the successful... to complete this... the c...

You may "View", "Delete" or "Edit" the work reference entry.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

1 Record

▲ Company Name	▼ Company Contact Name	▼ Company Contact Phone	▼ Date of Verification of Employment
ABC Company View ‖ Edit Delete	Jane B. Breezy	555-555-5555	09-15-200

Click continue to move to the next page.

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

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This is the "Start-up Costs" page for the Hiring Proposal. This page is used to capture the <u>actual</u> expenditures associated with the hire for the faculty position.

Follow the instructional text below.

JOB
SEA
PRO
SEA
CREATE POSTING
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATION
CREATE CLASSIFICATION
FROM CLASS TITLE
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
RESTRICTED LIST
ADD TO RESTRICTED LIS
SEARCH RESTRICTED LIS
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
JOB DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

ork References   **Start-up Costs**   Supplemental Documentation

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

Click here to retrieve the "Actual Costs" worksheet.

Please use the Start-up Costs form available **here** to indicate the actual start-up costs associated with this position.

Note: This information is required for all tenure and tenure track faculty positions.

1. This page will require you to indicate the actual start-up costs for this appointment such as moving cost, space needs, equipment, staff, release time, etc.
2. Additionally, this page will require you to calculate the actual Start-up Cost for this appointment based on the research grants or income received. To calculate this information correctly you need to indicate the items associated with the grants, the amount each item will cost, the indirect cost return (IDC return) for each item and any special requirements associated with each item.
3. Once the form has been filled out, please save it and then attach it to the St attach slot on the "Supplemental Documents" page of the Hiring Proposal.

Required information is denoted with an asterisk.

Required information is denoted with an asterisk.

Click continue to move to the next page.

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

This is the "actual start-up costs" worksheet. Indicate the information for each column below. The object of this worksheet is to calculate the estimated net start-up costs associated with the position.

Item	Yes/No	Year(s) Cost will be incurred	Amount	Acct #	Comments/Justification
Moving Costs					

Need Space (attach space request form)
   Office
   Lab					

Equipment
   Computer
   Printer
   Other (Describe)					

Staff
   Graduate Assistant
   Student Worker
   Other (Describe)					

Released Time
   Fall
   Spring
   Summer					

Professional Development (Describe)					

Staff					
Graduate Assistant					
Student Worker					
Other (Describe)					
Released Time					
Fall					
Spring					
Summer					
Professional Development (Describe)					
Summer Research					
Other:					
Other:					
Other:					

Actual Total Start-up Cost   **(Sum of dollar amounts entered in to the Amount column):**

_$_____

You will then need to determine the "Actual Total Start-up Cost" by calculating the sum of the dollar amounts entered in to the "Amount" column.

You will then need to indicate the Research Grants & Income sources the hire will bring to the University.

Less: Research Grants & Income source the position is expected to bring to PVAMU:

Item	Amount	IDC Return (%)	Special Requirem included
Text field (User will added info)			
Text field (User will added info)			
Text field (User will added info)			
Text field (User will added info)			

You will then need to determine the "Total Grants/Income" by calculating the dollars amounts entered in the "Amount" column.

Total Grants/Income (Sum of dollar amounts entered in to the Amount Column: _$_____

Actual | Costs (Total Start-up costs – Total Grants/Income):   _$_____

To determine the "Actual Net Start-up Costs, you need to subtract the "Total Start-up Costs" minus "Total Grants/Income".

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JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH POSTINGS

CREATE POSTING
- FROM POSITION

CLASSIFICATIONS
- SEARCH CLASSIFICATION

CREATE CLASSIFICATION
- FROM CLASS TITLE

APPLICANTS
- SEARCH APPLICANTS
- CONF NBR SEARCH

RESTRICTED LIST
- ADD TO RESTRICTED LIS
- SEARCH RESTRICTED LIS

USERS
- CREATE USER ACCOUNT
- APPROVE
- SEARCH USERS

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

ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Jana Smith**. You are logged in with University View.
Your Current Group: Human Resources.

Thursday, September 24, 2009

View/Edit Hiring Proposal for Job Description Listed Below

| Certification | Hiring Proposal | Work References | Sta... |

Return to Previous

Please choose one of the following methods to associate a document.

Upload a new document:

Browse below to select a document to associate.

File: [   ] [Browse...]

[**ATTACH**]

Paste a new docum...

Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

> Click "Browse" to retrieve your saved Actual Start-up Costs worksheet.

> Click "Attach" to insert the worksheet into the Hiring Proposal.

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JOB POSTINGS
  SEARCH HIRING PROPOSALS
  SEARCH POSTINGS
CREATE POSTING
  FROM POSITION
CLASSIFICATIONS
  SEARCH CLASSIFICATION
CREATE CLASSIFICATION
  FROM CLASS TITLE
APPLICANTS
  SEARCH APPLICANTS
  CONF NBR SEARCH
RESTRICTED LIST
  ADD TO RESTRICTED LIST
  SEARCH RESTRICTED LIST
USERS
  CREATE USER ACCOUNT
  APPROVE
  SEARCH USERS
JOB DESCRIPTIONS
  BEGIN NEW ACTION
  SEARCH ACTIONS
  PENDING ACTIONS
  SEARCH POSITIONS
ADMIN
  HOME
  CHANGE DEFAULT VIEW
  CHANGE PASSWORD
  CHANGE USER TYPE
  LOGOUT

• Welcome **Jana Smith**. You are logge
Your Current Group: Human Resources.

View/Edit Hiring Proposal for Job Description Listed Below

You can "Remove" or "View" the attached document.

| Certification | Hiring Proposal | Work References | Start-up Costs | **Supplemental Documentation** |

1 Record

Attach / Remove	Document Type	Attached Document	View Document
Remove	Start Up Costs	Attached	View

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

VIEW ACTION SUMMARY >>

Click continue to move to the next page.

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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

• **HR HOME**

• Welcome **Test Creator**. You are logged in with Department View.

View Hiring Proposal for Job Description Listed Below Summary

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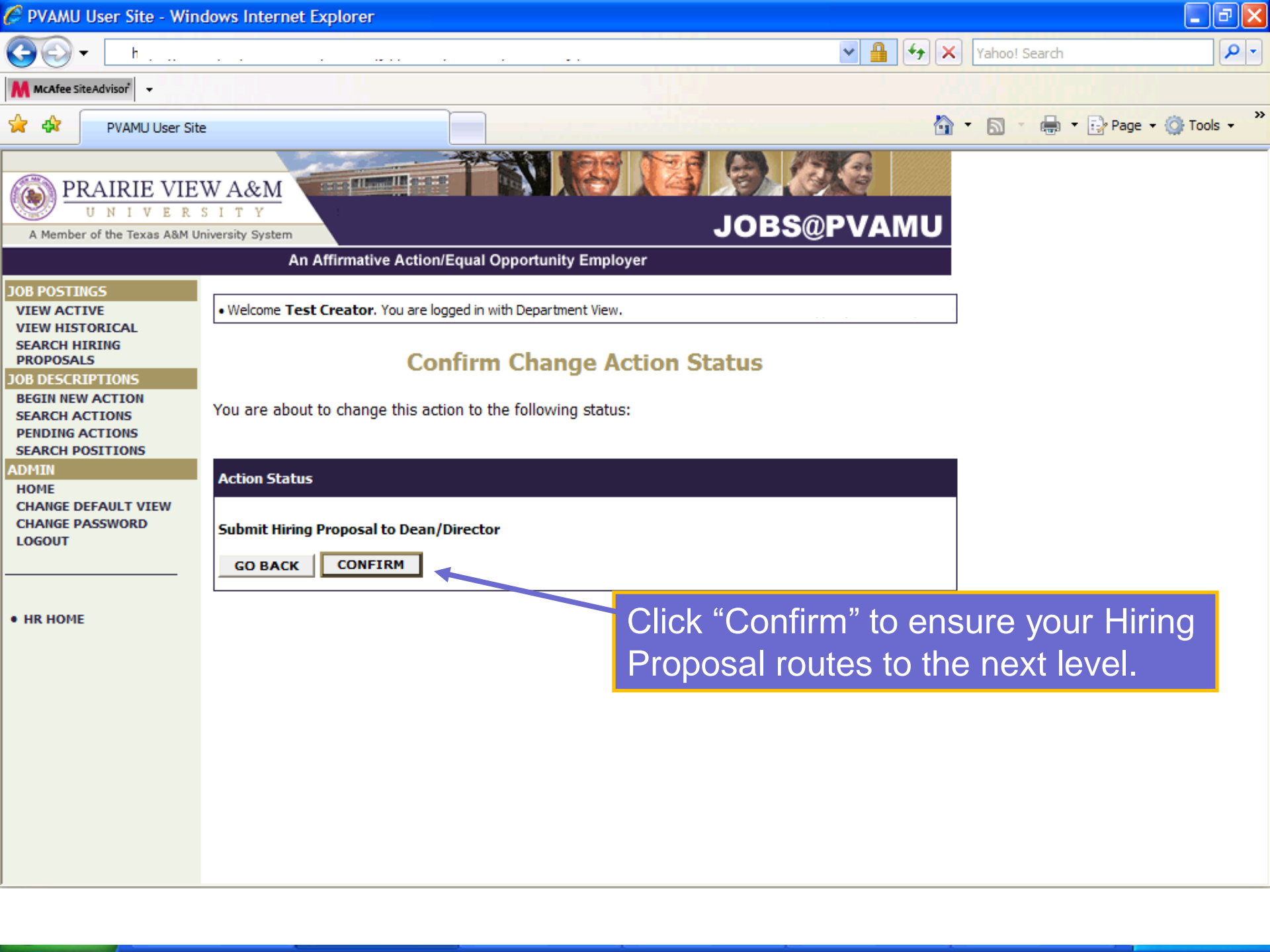
Edit

Printer-Friendly Version

Action Status

○ Save

◉ Submit Hiring Proposal to Dean/Director

CANCEL   CONTINUE

Select the appropriate radio button to route the Hiring Proposal to the next level of approval and click "Continue".

Certification

Hiring Proposal

Employee First Name	John
Employee Last Name	Doe
Employee UIN	

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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

● **HR HOME**

● Welcome **Test Creator**. 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 Dean/Director

| GO BACK | CONFIRM |

Click "Confirm" to ensure your Hiring Proposal routes to the next level.

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.   Tuesday, March 7, 2006

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**.

Act

You may logout when finished.

1 Re

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

▽ Name	Documents	△ Score	△ Date Applied
Revere, Paul View Staff App		0	02-14-2006

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
Human Resources Specialist
Office of Human Resources
(936)261-1723
elwells@pvamu.edu

or

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