PV TALENT
Position Description and Applicant Tracking System

Our Tradition...
Your Opportunity
Completing a Student Hiring Proposal
Applicant Tracking

The above blue background informs the end-user that he is in the Applicant Tracking portal for PVTALENT.

Observe the Three Bold White Tabs:

1. Home
2. Postings
3. Hiring Proposals

Hover over Postings, navigate to Students and click. At the bottom of the screen, you should find the position you are tracking.

Hover over Actions and you will see a menu. Select View Applicants.
Notice the **Workflow State** from an **Internal View** and **External View**. To begin processing a student through the workflow, click on the applicant’s name or hover over **Actions** and select **View Application**.
You are now viewing the **Student’s Application**.

Notice the selection, **Start Hiring Proposal** is now available. Click on **Start Hiring Proposal**.

Click on **Start Hiring Proposal**, again.
You are now on the **Hiring Proposal** screen.

Review the areas on this screen:
- Applicant Information – used to communicate with your hire.
- Position Information – populated from the approved position description
- Budget Summary – updated information as needed
- Budget Funding Sources – include updated or additional salary accounts here; ensure that the calculations sum to 100%
- Hiring Information – indicate the hire’s start date, approved starting salary and orientation date

Click **Next**.
This page to be completed by Research Compliance Only.

Click Next.
Review the Hiring Proposal and ensure that all appropriate documents are typed, printed, and attached for review:

• Detailed Class Schedule
• Student Work Schedule
• Confidential Release Form
• Success Guide Certification

Take Action on your Hiring Proposal and Move to SEO for Hiring Documentation Review.
Comments are optional. You may also add the hiring proposal to your watch list. Click **Submit**.

Note the **Green Bar** at the top of your page.
End of this Section