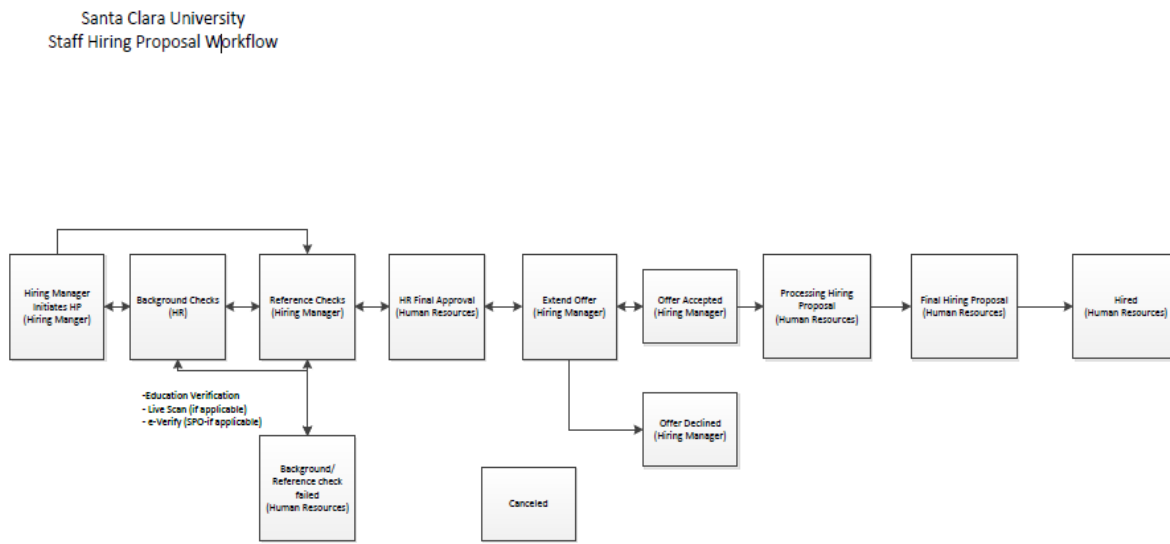


Staff – Hiring Proposal and Job Offer

Below is a visual diagram for [Staff Posting Hiring Proposal](#) flows and statuses in the [SCU Online Recruitment System](#).



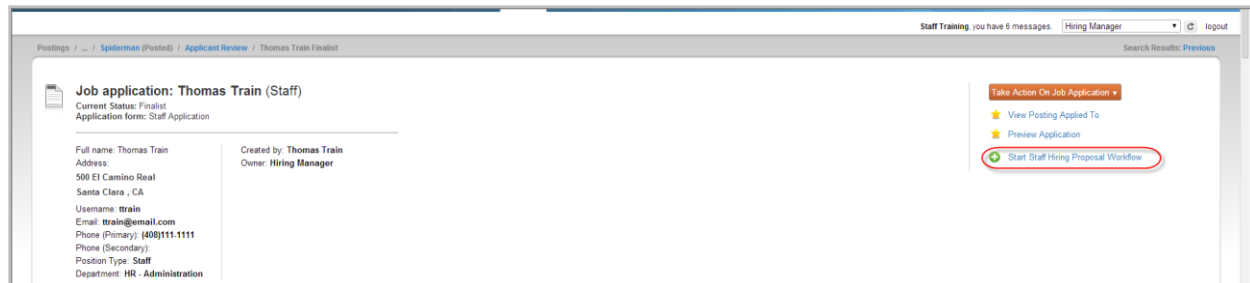
The hiring proposal in an active recruitment process:

1. The [Hiring Manager](#) will move the [applicant](#) status to “[Recommend for Hire](#)”. Upon completion, the system will open a link for [Start Hiring Proposal](#) and remove the posting from the web.
2. The [Hiring Manager](#) will select the “[Start Hiring Proposal](#)” link on the [Applicant’s Job Application](#). Upon starting the [hiring proposal](#), the [Hiring Manager](#) will fill in required information (e.g., “[Proposed Start Date](#)”) and upload any hiring proposal documents, if required
3. If required, background checks and reference checks will be completed by hiring manager and will forward it to Human Resources for final approval.
4. The [Hiring Manager](#) will extend the offer to the [applicant](#). Based on the [applicant’s](#) response, the [Hiring Manager](#) will move the applicant state to “[Offer Accepted](#)” or “[Offer Declined](#)”
5. Once the offer is accepted, the [Hiring Manager](#) will move the applicant to HR final processing

Completing a Hiring Proposal

Choose and refresh your role to [Hiring Manager](#) from the role drop down box at the top right of [SCU Online Recruitment System](#) home page below the module drop down box. Note that the [Employee](#) role will not permit you to access the [Applicant Tracking](#) module.

1. To initiate the [Hiring Proposal](#) for an [Applicant](#), choose “[Start Hiring Proposal](#)” from the [Applicant’s Job Application](#) (available when the Applicant status is “[Recommend for Hire](#)”). Access the [Job Application](#) by selecting [Postings](#) from the main menu at the top of the screen, select a [posting](#) from the [posting list](#) and “[view applicants](#)” by selecting the Actions link. You may also navigate to the job posting via your [Inbox](#) or [Watch List](#). The [applicant’s](#) status will be set to “[Recommend for Hire](#)”



2. The following box will appear. Select [Start Hiring Proposal](#) to start the process or [Cancel](#) to terminate the transaction.

Starting Hiring Proposal

Applicant: Valerie McDonough

Posting: Lecturer Test VJM-1

[Start Hiring Proposal](#) or [Cancel](#)

3. The [Hiring Proposal](#) consists of the actual proposal information for the [Hiring Proposal](#), [Hiring Proposal Documents](#) and the [Hiring Proposal Summary](#)

Position Requests / ... / Hiring Proposal / Edit

Editing Hiring Proposal

- Hiring Proposal
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal

[Check spelling](#)

* Required Information

Position Information

Position Title	Lecturer Test VJM-1
Rank Title	Lecturer
School/Division	School of the Arts
Time Status	Full-Time
Level	Undergraduate
COE Status	Curricular Administrator

Candidate Information

Save Next >>

- Review the [Hiring Proposal](#). Include required information (e.g., “Proposed Start Date”). Choose [Save](#) and [Next](#), or [Next](#) to move to [Hiring Proposal Documents](#)
- [Hiring Proposal Documents](#):

Hiring Proposal Documents [Save](#) << Prev Next >>

Attach any internal documents that are to be connected with this hiring proposal.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Offer Letter (unsigned)			Actions
Offer Letter (signed)			

Upload New
Create New
Choose Existing

If required, upload one or more of the documents within the list. The list is global and may not all be required for staff hires. If required, upload a new document, create a document by using the Word Processing application, or choose an existing document.

- Once complete, navigate to the [Hiring Proposal Summary](#) to review the proposal

Staff Training: you have 6 messages. Hiring Manager Logout

Staff / ... / Thomas Train (Finalist) / Staff Hiring Proposal Workflow / Summary

Staff Hiring Proposal Workflow: Thomas Train (Staff)

[Edit](#)

Current Status: Draft

Position Type: Staff
Department: HR - Administration
Applicant: Thomas Train
Posting: Spiderman

Created by: Staff Training
Owner: Staff Training

Take Action On Hiring Proposal

Workflow Actions

- Keep working on this Hiring Proposal
- Cancelled (move to Cancelled)
- Background Checks (move to Background Checks)
- Reference Checks (move to Reference Checks)

- Choose to “[Keep Working on the Hiring Proposal](#)” or, if complete, [Take Action on the Hiring Proposal](#) and move the status to [HR](#). If required, background checks and reference checks will be completed by hiring manager and will forward it to Human Resources for final approval.

Note that the [Hiring Proposal](#) may be printed by selecting “[Print Preview](#)” and then use your browser’s print preview function

The [Hiring Manager](#) will not have the ability to take action on the applicant until the [HR](#) approves the [Hiring Proposal](#) and moves the [applicant’s](#) state to “[Offer Extended](#)”.

Extending an Offer

Once the [hiring proposal](#) is approved by HR and the [applicant](#) status has been moved to “[Offer Extended](#),” the [hiring proposal](#) will reactivate for the [Hiring Manager](#) to extend an offer to the applicant and to finalize the hire in the [SCU Online Recruitment System](#)

1. Navigate to your [Inbox](#) and locate the [Posting](#) in the [Hiring Proposal](#) Section. Open the [Hiring Proposal](#)

Welcome to your Online Recruitment System

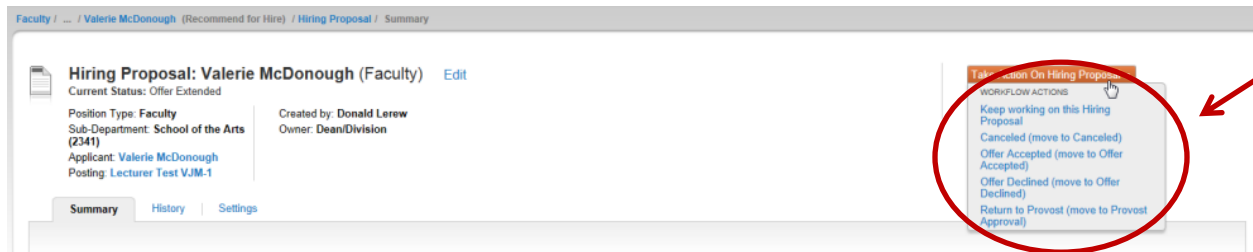
The screenshot displays the SCU Online Recruitment System interface. The top section is the 'Inbox (6 items need your attention)' which shows a list of items for the group 'Dean/Division'. The 'Hiring Proposals (2)' tab is selected and circled in red, with a red arrow pointing to it. Below the tabs is a table with the following data:

Job Title	Applicant Name	Type	Current State	State Owner
Lecturer Test VJM-1	Valerie McDonough	Faculty	Offer Extended	Dean/Division

Below the table is a 'See more...' link. The bottom section is the 'Watch List (10 items)' which shows a list of items. The 'Hiring Proposals (0)' tab is selected. Below the tabs is a table with the following data:

Job Title	Type	Current State	State Owner
Administrative Assistant for the Agape Center	Staff	Posted	Human Resources
_Staff_DL1	Staff	Posted	Human Resources
_Faculty_DL1	Faculty	Reposted	Human Resources
_Student_DL1	Student	Posted	Student Employment
Lecturer Test VJM-1	Faculty	Posted	Human Resources

2. The [applicant’s](#) hiring proposal will display



3. Take Action on the Hiring Proposal:

- a. **Cancel it** – “Canceled (moved to Canceled)” if the position is no longer needed or is unavailable
- b. **Applicant Accepts the Offer** – “Offer Accepted (move to Offer Accepted)”
- c. **Applicant Declines the Offer** – “Offer Declined (moved to Offer Declined)”
- d. **Return to Provost** – “Return to Provost (move to Provost Approval)”

The status of “Offer Accepted (move to Offer Accepted)” will trigger the **Onboarding** process (not yet available).

! Onboarding is still under development and should not be selected for use at this time.