

Hiring Proposal

Employee ID Number	
	Automatically populated from the posting
Classification Title	Automatically populated from the posting
OEC Code	Automatically populated from the posting
In-House Title	Automatically populated from the posting
Employer	Automatically populated from the posting
Line Number (state use only)	Automatically populated from the posting. Needs to be updated when using a duplicate position or different position for all State Professional and Classified positions.
FTE	Automatically populated from the posting
Position Type	Automatically populated from the posting
Reason for Return	Allows for communication to the submitter from the approver about why the Hiring Proposal is being returned and what needs to be corrected.
Hiring Manager with Access	Automatically populated from the posting. Can add additional if necessary.
Anticipated Hire Date	The date you expect for the employee to start working.
Hiring Proposal Number	Automatically populates after the Hiring Proposal is moved out of Draft status.
Reason for selection of Candidate	Provide 1-2 sentences about the qualifications that make this candidate the best candidate for the position.
Modifications to the recruitment plan	If other advertising sources were either used or not used, other than what was originally submitted, provide the names of the advertising locations. If there were no changes, indicate "No changes."
Modifications to the search committee	If additional search committee members were added, this information must now be provided. If there were no changes, indicate "No changes".
Anticipated Starting Salary	Enter the Anticipated offer rate for the selected candidate. This amount cannot exceed the posted salary range.
Anticipated Start Date	Enter the Anticipated date you expect for the employee to start working.
Background Check Required?	Select Yes or No to indicate whether or not a background check is required for this position.
Provide background check detail	Use this field to communicate any details that should be known regarding the background check with human resources. This is optional.