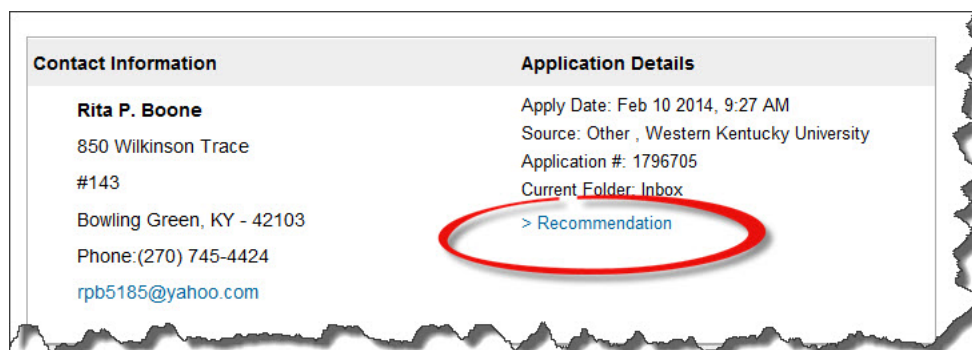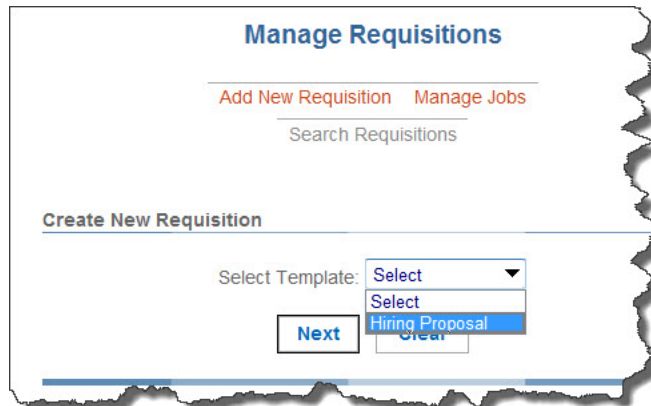# CREATING A STAFF HIRING PROPOSAL-PCAL

When the Hiring Official of a search has made a hiring decision, he/she will contact the Office Associate/Coordinator to create a Hiring Proposal. To create a Hiring Proposal, login to Interview Exchange. From the Manage Jobs screen, go into the job from which a Hiring Proposal will be created. Click on the name of the candidate who is in the "Propose to Hire" folder to access the Candidate screen. Click the "Recommendation" link as shown in the screenshot below:

This provides a link to the Hiring Proposal:

The highlighting on the screenshot shown on the next page indicates the fields required to be completed.

Create New 'Hiring Proposal'

Manage Requisitions

Notes

Fields marked with an asterisk * are required.

Title/Name: ⑦ Coordinator, Athletic Marketing and Promotions *

Requisition Status:

☑ **Public Job Posting**

Title: 🔍 *Coordinator, Athletic Marketing and Promotions (TEST 1) (46538)*

☑ **Candidate Details**

Name:	**Rita P. Boone**
Address:	850 Wilkinson Trace #143
	Bowling Green, KY - 42103
Phone:	(270) 745-4424
E-mail:	rpb5185@yahoo.com
Application #:	🔍 *1796705* (Access permission required)

Hiring Proposal

Position Number	992264
Originator	Lindsay Boyden
Candidate Proposed for Hire	Rita P. Boone
Recommended Salary or Hourly Rate	$34,008

Save Changes

After clicking "Save Changes" you will complete the Approval Queue that will appear on your screen. The required approvals for the Hiring Proposal include the Department Head, Dean, Ladonna Hunton (Divisional Accounting) and Richard Miller (Senior Division Administrator). Your dean's office may request additional approvers to be added as well. Hard coded approvers should not be overridden. Special Note: For Potter College, the routing is Department Head, Gabrielle Hunt->Lawrence Snyder->Ladonna Hunton->Richard Miller.

IMPORTANT   After you have finished adding approvers to the approval queue, click "SAVE" first and then click "Send for Approval".

Your requisition will be routed to the approvers in the order they are listed. The originator of the Hiring Proposal will receive email notification from Interview Exchange when the Hiring Proposal has been approved by all approvers. Upon receipt of that email, notify the Hiring Office so the offer of employment can be extended.

ELECTRONIC FOLDERS

Once an offer is accepted, move the candidate to the "Hired" folder and record the Hire Date in the "Report Dates" at the bottom of the candidate page. Initiate a background check and an EPAF for the newly hired employee.

Ensure that all applicants, other than the one selected for hire, have been assigned a "Reason for Rejection". In addition, notify each unsuccessful candidate by using the email regrets template, or if you prefer, you may contact them by phone. Be sure to document your communication with the candidates if you use a method outside of Interview Exchange.

Revised: 9/28/2016