Staff Hiring Proposal
Finding the Applicant

Access the PeopleAdmin system via my.untsystem.edu, click the link to the PeopleAdmin system and log in using your EUID and password.

Module View and User Role

You will need to check your system view in the top left hand corner, it should say Applicant Tracking System. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.

You will also need to ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu.
Only the following User Roles (User Groups) are able to start a hiring proposal.

a. Initiator
b. Supervisor

Finding the position and reviewing applicants

Click on the postings link to expand the dropdown menu and select the type of posting that you are working wish to view.

Generally, you will only see those positions that fall under your purview. You will see the position title, posting number, department, number of applicants, workflow state (posted, closed, etc.) and the close date of the job.
Hovering over the actions link at the end of the row and selecting View Applicants takes you directly to the list of applicants to be reviewed.

From the list of applicants, click on the last name of the applicant you wish to review.
Then in the upper right, click on Start ATS Hiring Proposal.

You will notice the different workflow states of the applicants.

Hover over the Action link and select view application to get to the application summary page.

From the summary page you will click on the Start ATS Hiring Proposal link found the top right side of the screen.
There are two main components of the hiring proposal. The Proposal itself as well as any documents that will be used to justify salary recommendation.
The Employee ID will be entered by Talent Acquisition and should be left blank. Internal applicant’s will have theirs auto populated.
Position Information

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Academic Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Position Number</td>
<td>00001522</td>
</tr>
<tr>
<td>Job Code</td>
<td>UNT-40110</td>
</tr>
<tr>
<td>Department</td>
<td>UNT-Education-Student Advising-132200</td>
</tr>
<tr>
<td>Job Location</td>
<td></td>
</tr>
<tr>
<td>Posting Number</td>
<td>50549</td>
</tr>
</tbody>
</table>

**Budgeted Salary**

- ePar ID
- Min Salary: $38,200
- Mid Salary: $47,700
- Max Salary: $57,200

If the offer is above the original budgeted amount, enter the approved ePAR ID number here.

The budgeted salary will be imported from EIS. Any offer made above the budgeted salary will require an ePAR and the hiring proposal will be halted until the ePAR has been approved.
Scroll through the page and enter all available information.

Mandatory fields are marked with a red asterisk and are marked red.

Enter the date that the individual is expected to begin working. This date can be changed later if there are unforeseen delays.
This optional page allows you to attach any interview notes, references or other supporting documents for this new hire.

After uploading all documents, click Save & Continue.

Review the information and if corrections are required, click either of the edit links found on the page.
Approvals

Approve and submit to the supervisor for further approval.

If you wish to include comments, you may enter them in the dialogue box that appears. If you do not wish to, you will simply click submit.

All comments are visible under the history tab.
**Each approver has the ability to make edits or send back to the initiator for correction.**

The Supervisor will approve and submit to the Department Head (Dept. ID Holder) for approval.

The Department Head will approve and submit to Compensation for final approval. Compensation will then forward to TA.

Once the Hiring Proposal is approved, Talent Acquisition will create the offer letter for your approval before sending it to the candidate.