

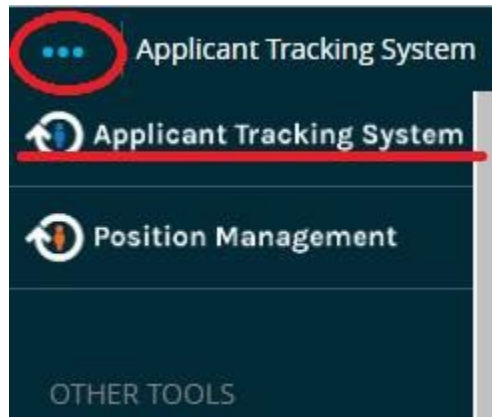
Staff Hiring Proposal

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.

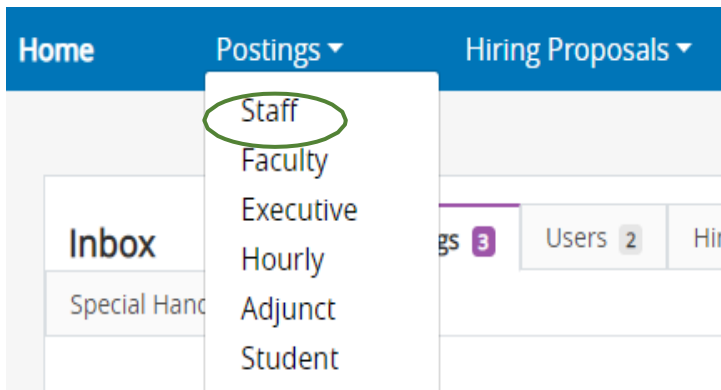
User Group:

Only the following User Roles (User Groups) are able to start a hiring proposal.

- a. Initiator
- b. Supervisor

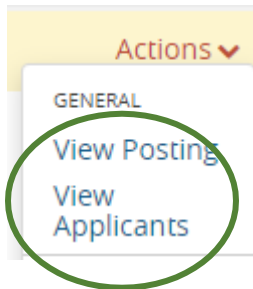
Finding the position and reviewing applicants

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.

| <input type="checkbox"/> | Working Title | Posting Number | Department | Active Applications | Workflow State | |
|--------------------------|------------------------------|----------------|---|---------------------|----------------|-----------|
| <input type="checkbox"/> | Budget Manager | F011P | HSC-1115 Waiver Admin-365100 | 0 | Posted | Actions ▼ |
| <input type="checkbox"/> | Clinical Associate Professor | F006P | UNT-Mechanical & Energy Engineer-130340 | 1 | Posted | Actions ▼ |
| <input type="checkbox"/> | Extension Assistant | F004P | HSC-1115 Waiver Admin-365100 | 3 | Posted | Actions ▼ |
| <input type="checkbox"/> | Faculty Director | F007P | UNT-Provost-Gen-110000 | 1 | Posted | Actions ▼ |
| <input type="checkbox"/> | Faculty Test 2 | F014P | DAL-School of Education-518000 | 1 | Posted | Actions ▼ |



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.

 **Posting: Staff Test Position (Staff)**
 Current Status: Posted

Position Type: Staff | Created by: Test User
 Department: UNT-Student Fin Aid & Schol-Gen-164800 | Owner: Talent Acquisition

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description


From the list of applicants, click on the last name of the applicant you wish to review.

You will notice the different workflow states of the applicants

| Applicant Last Name | Applicant First Name | Documents | Posting Number | Workflow State (Internal) | Application Date | |
|---------------------|----------------------|-----------|----------------|---------------------------|------------------------------|--|
| Applicant1 | Test | | S039P | Recommend for Hire | October 20, 2019 at 08:14 AM | Actions ▾ |
| Brooks | Miranda | Resume | S039P | Application Completed | October 26, 2019 at 03:05 PM | Actions ▾ GENERAL View Application |

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

Then in the upper right, click on Start ATS Hiring Proposal.

 **Job application: Test Applicant1 (Staff)**
Current Status: Recommend for Hire
Application form: Staff Application

Full name: Test Applicant1
Address:
123 Applicant lane
Denton Texas, TX 76205
United States of America

Username: Tester1
Email: emailaddress@zed.zed
Phone (Primary): 999-999-9999
Phone (Secondary):
Position Type: Staff
Department: UNT-Student Fin Aid & Schol-Gen-164800

Created by: Test Applicant1
Owner: Applicant Reviewer

Summary | Documents | History | Reports

- ★ View Posting Applied To
- ★ Preview Application
- ⊕ Start ATS Hiring Proposal

From the summary page you will click on the Start ATS Hiring Proposal link found the top right side of the screen.

Starting ATS Hiring Proposal

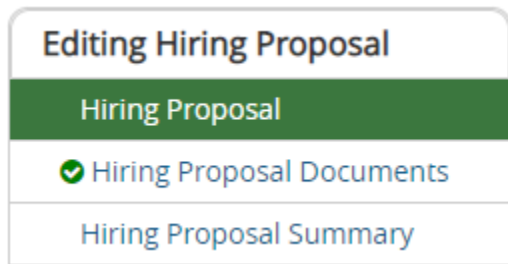
Applicant: Test Applicant1

Posting: Staff Test Position



Double check the name of the candidate and click the button to begin.

Hiring Proposal



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.

ABC [Check spelling](#)

* Required Information

Applicant Information

| | |
|-----------------|--------------------------|
| First Name | Test |
| Middle Name | For |
| Last Name | Reviewer1 |
| Address 1 | 126 Applicant Lane |
| Address 2 | |
| City | Denton |
| State | TX |
| Zip | 76205 |
| Country | United States of America |
| Primary Phone | 9999999999 |
| Secondary Phone | |
| Email | tester5@gmail.com |

Employee ID

The first section of the Hiring Proposal displays prepopulated with the applicant's name and contact information from the submitted application.

The Employee ID will be entered by Talent Acquisition and should be left blank. Internal applicant's will have theirs auto populated.

Position Information

| | |
|------------------------|---------------------------------------|
| Classification Title | Academic Advisor |
| Working Title | Academic Advisor |
| Position Number | 00001522 |
| Job Code | UNT-40110 |
| Department | UNT-Education-Student Advising-132200 |
| Job Location | |
| Posting Number | S054P |
| Budgeted Salary | |
| ePar ID | <input type="text"/> |
| Min Salary | \$38,200 |
| Mid Salary | \$47,700 |
| Max Salary | \$57,200 |

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.

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

Hiring Proposal Information

Hiring Proposal Number

* Recommended Salary

This field is required.

For whole numbers, please include .00 at the end of the value.

Approved Salary

For whole numbers, please include .00 at the end of the value.

Relocation/Moving Allowance

For whole numbers, please include .00 at the end of the value.

COBRA/Insurance

Other Allowances

For whole numbers, please include .00 at the end of the value.

Position End Date (if temporary)

* Actual Start Date

This field is required.

Actual End Date

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.

Hiring Proposal Documents

This optional page allows you to attach any interview notes, references or other supporting documents for this new hire.

Hiring Proposal Documents

PDF conversion must be completed for the document to be valid when applicable.

| Document Type | Name | Status | (Actions) |
|--|------|--------|-----------|
| Budget Authorization - Hiring Proposal | | | Actions ▾ |

Save << Prev Next >>

Save << Prev Next >>

After uploading all documents, click Save & Continue.



ATS Hiring Proposal: Anthony Smith (Faculty)

Edit

Current Status: Draft

Position Type: Faculty

Department: HSC-Family
Medicine-300690

Applicant: Anthony Smith

Posting: Faculty Test1

Created by: Test User

Owner: Test User

Summary

History

Settings

Reports

✓ Hiring Proposal [Edit](#)

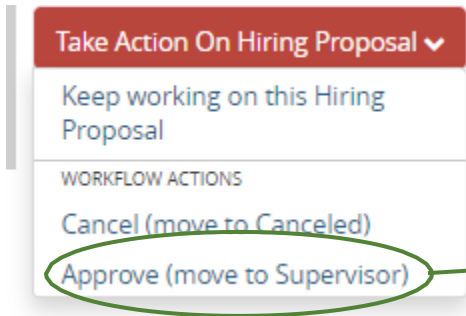
Review the information and if corrections are required, click either of the edit links found on the page.

Hiring Proposal

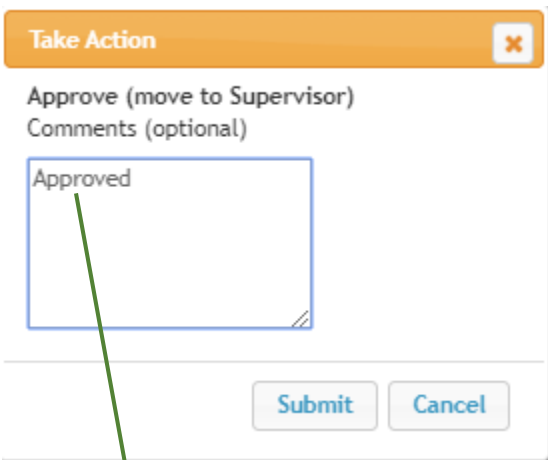
Revision Date May 2020

HREmployment@untsystem.edu

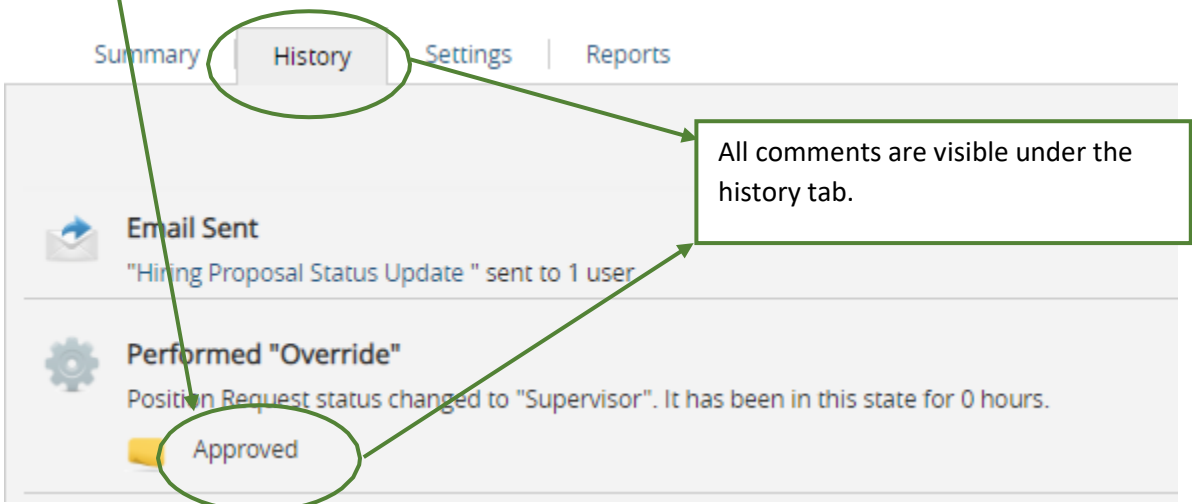
Approvals



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.



Take Action On Hiring Proposal ▾

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Department Head/Chair)

Return (move to Initiator)

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

Take Action On Hiring Proposal ▾

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Compensation for Salary Review)

Approve (move to TA)

Return (move to Supervisor)

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

*****Each approver has the ability to make edits or send back to the initiator for correction.***

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