UAB PeopleAdmin Faculty Hiring Proposal User Guide

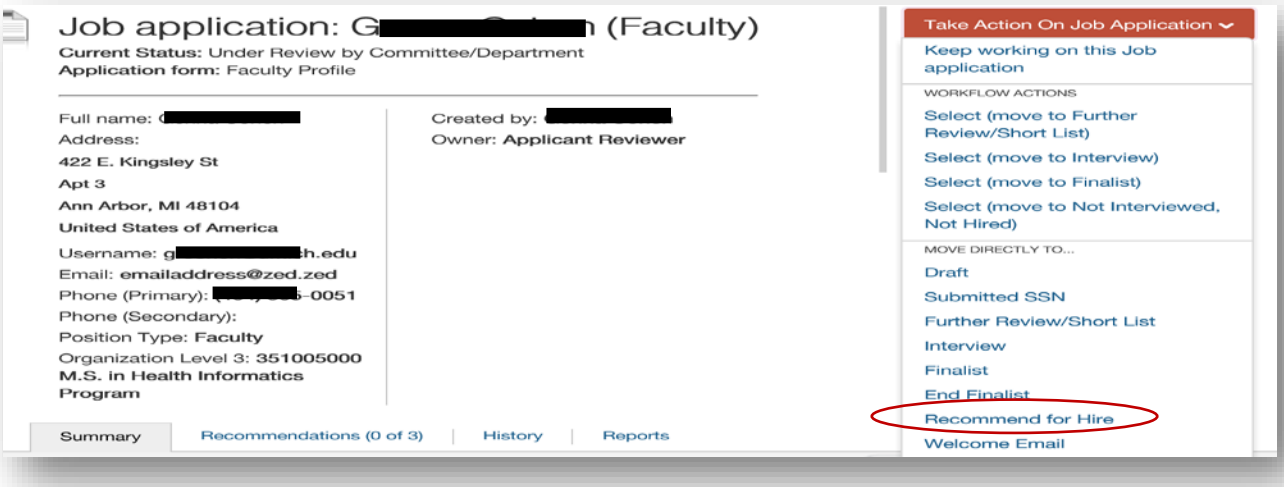
The **Hiring Proposal** in the UAB Faculty Jobs (PeopleAdmin) System is the form and process that allows you to **recommend and obtain approval to hire a candidate**. The Hiring Proposal has replaced what was known as the **Phase I** or **Faculty Offer Packet** process for the University of Alabama at Birmingham (UAB).

The Hiring Proposal Process gives approvers the opportunity to view the selected candidate; application materials; and other documents and approve of the selected applicant so that the department can make an offer to the faculty candidate. **In short—the Hiring Proposal is the request to extend an offer.**

Once an applicant is selected for hire, the Search Chair/Hiring Manager (Department Administrator) must change the applicant workflow state to "**Recommend for Hire**" to create a Hiring Proposal.

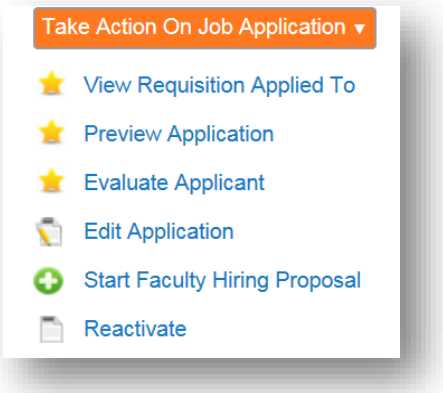
The **department chair** (or search committee chair) will typically notify the search chair/hiring manager or department administrator that an applicant has been identified for hire, and the hiring proposal process can begin.

*From the **applicants list within the requisition**, select the applicant to whom you wish to extend an offer. Select **"Recommend for Hire"** within the candidate's application.*

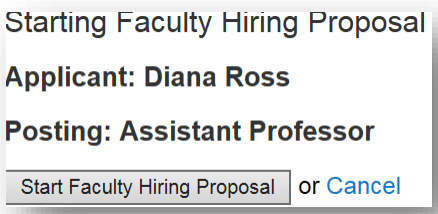


Starting and Editing Hiring Proposal:

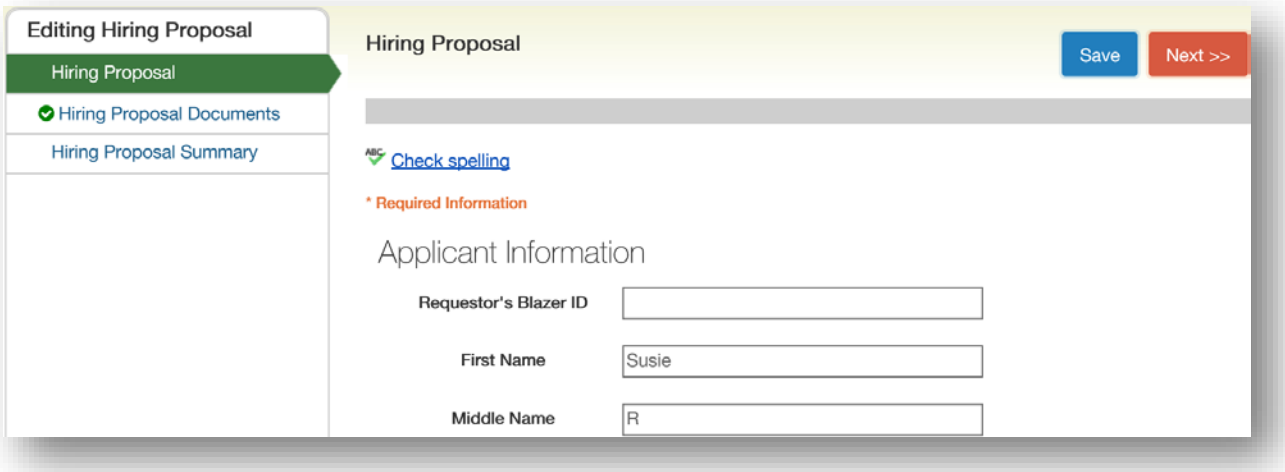
1. The Search Chair/Hiring Manager will initiate the Hiring Proposal by selecting the **Start Faculty Hiring Proposal link** on the successful candidate's application. (**Click Green Button**).



2. A page will appear asking you to initiate the Hiring Proposal. Click the "**Start Faculty Hiring Proposal**" button. This is just an additional confirmation that this is the correct candidate for the Hiring Proposal.



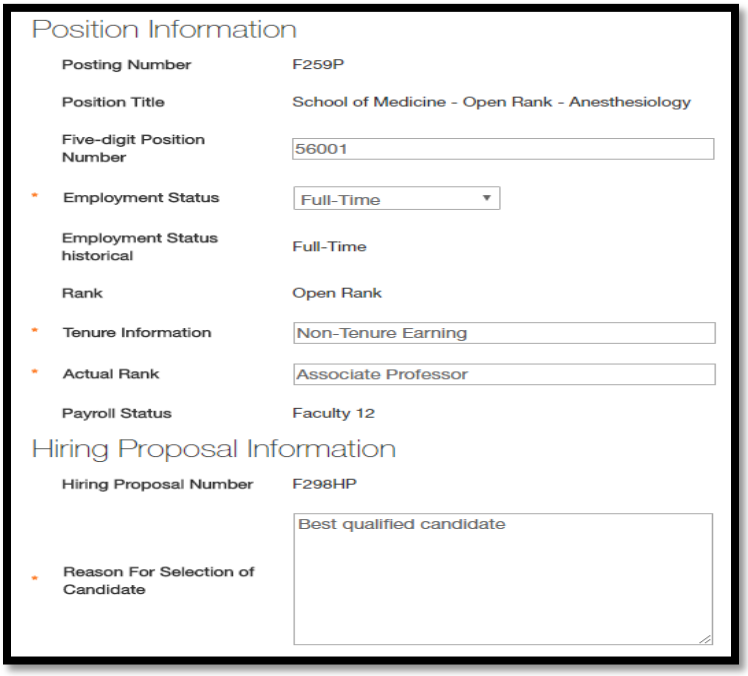
3. You will be taken to the "Editing Hiring Proposal" Form.



4. **Fill out the necessary fields**. Most of the key APPLICANT AND POSITION information will auto-populate from the Requisition and Application. You will be **REQUIRED TO COMPLETE** the ACTUAL RANK, TENURE INFORMATION, ACTUAL STARTING SALARY, ACTUAL START DATE, AND OTHER FIELDS THAT ARE BLANK.

   If you need to change the information, do so within the applicant record or position record.

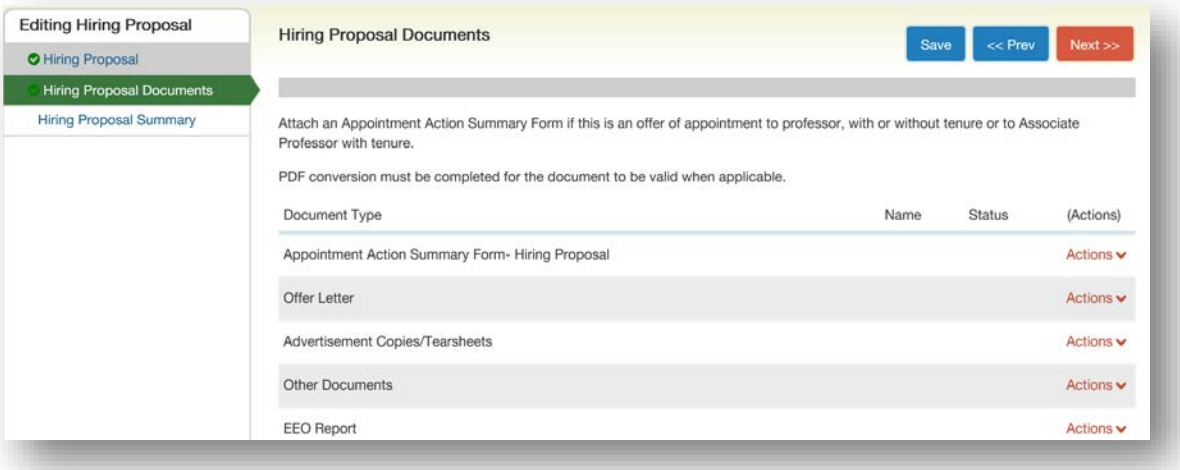
Fields that are marked RED or have an asterisk (*) are required fields, and you will not be able to submit the Hiring Proposal if these fields are not complete.
Click NEXT to move to the Hiring Proposal Documents Screen.



5. Hiring Proposal Documents

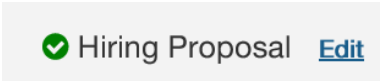
This screen allows the SEARCH CHAIR/HIRING MANAGER to attach **all documents that are required for approval** of the Hiring Proposal.

The following documents are required: Offer Letter (Signed by Dean and Department Chair), Advertisement Copies/Tear sheets, EEO Report (**See your Equity Advisor for this report**); the Appointment Action Summary Form (only use for Professor with or without tenure and Associate Professor with tenure hires).

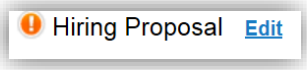


Once all information is completed, **CLICK NEXT** to move to the Summary Page.

6. Hiring Proposal Summary

From the summary page, you can **review the hiring proposal** and see a print preview. Review the Hiring Proposal Summary information. If all information in the form is correct, you will see a GREEN check mark. 

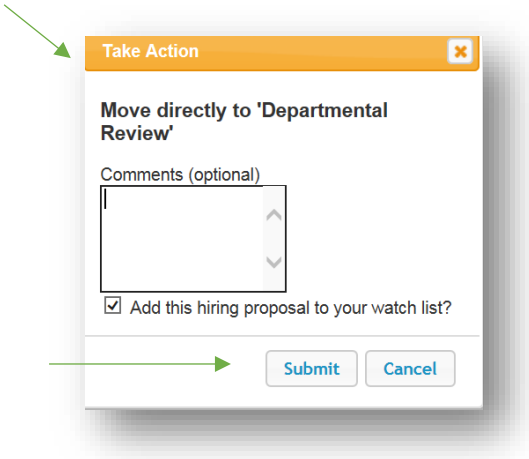
An orange exclamation point to the left of a section indicates that required information is missing.



Select the **blue Edit link** for that section to go back and make the required updates. Select Save or Next to save and continue. After saving, you can move to the Hiring Proposal Summary to review the final information for errors.

From the **SUMMARY PAGE**, will be able to move the Hiring Proposal into the Workflow for review and approval by selecting the orange button, "Take Action on Hiring Proposal."

You will see a **Take Action Screen dialog box**; select the first approver (Financial Officer Reviewer or Departmental Reviewer) and CLICK **Submit**. You can add comments as needed. Keep in mind that the notes will be viewed by all approvers in the workflow process.



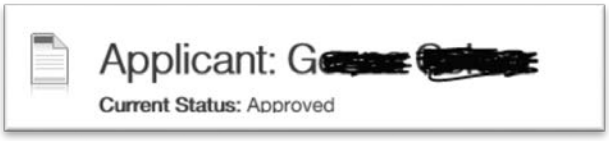
The Hiring Proposal is now in the workflow for review and approval.

Once you submit your completed Hiring Proposal, a Hiring Proposal Number will be assigned to your action.

Once all approvals are received or the Hiring Proposal reaches [**EXTEND OFFER STATUS**], the Search Chair/Hiring Manager will receive email notification and the action will show up in your inbox. ***You can extend an offer to the faculty candidate***.

Final Steps:

1. Once the hiring proposal is approved, the applicant is moved into the **APPROVED STATUS.**

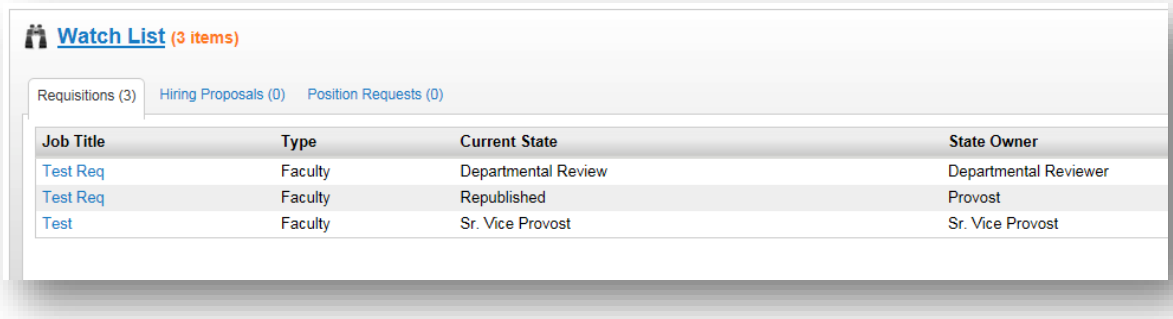


2. When the candidate accepts the offer, THE **SEARCH CHAIR/HIRING MANAGER** should move Hiring Proposal to OFFER ACCEPTED.
3. **Disposition all remaining active applicants by accessing the original posting.** SEE HIRING PROPOSAL GUIDELINES (INSERT LINK TO WEB PAGE). *Ex: Move Candidates to Not Interviewed/Not Hired.*

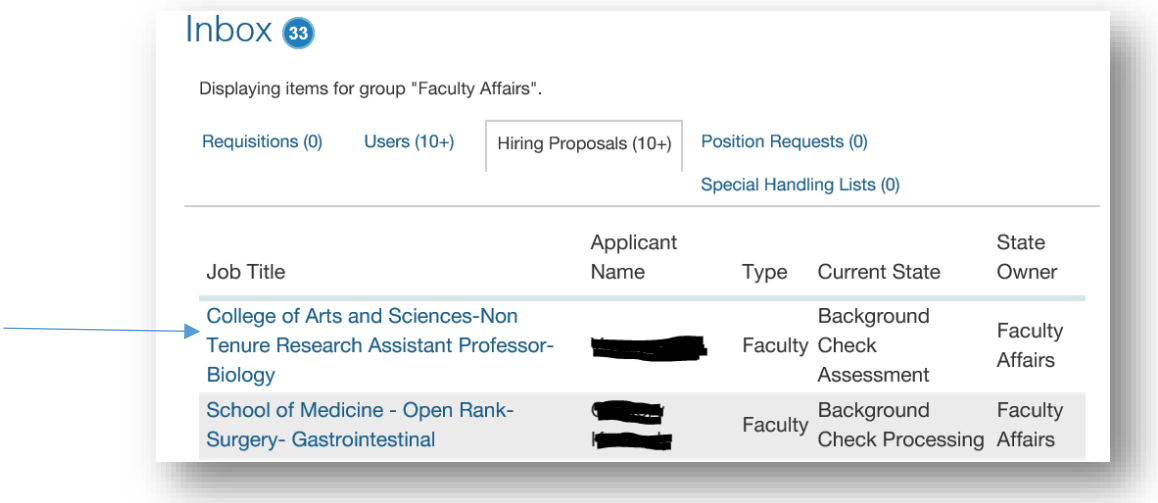
4. Proceed with the Phase II – the Appointment Process (completing the ACT Document and Faculty Data Form, etc.)

How to Search For and Manage Hiring Proposals

A. The best way to manage your active Hiring Proposals is to track them from your WATCH LIST.

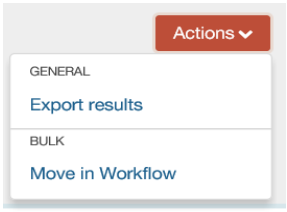


As a reviewer/approver, Hiring Proposals that require your attention will initially appear in your INBOX on your HOME PAGE. Click the blue link to open the item.

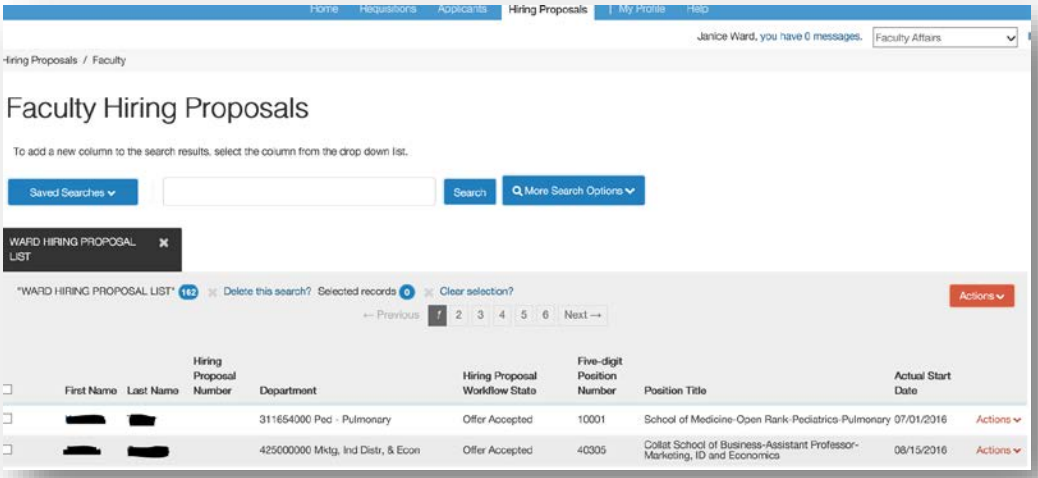


B. **To see a full list of Hiring Proposals**, hover over the Hiring Proposals tab and click the Faculty option from your Home Page. This takes you into the Faculty Hiring Proposals list screen where you can manage existing hiring proposals.

General Actions: Hover over the **ORANGE ACTIONS** button where you have the following options:



- Export Results: Export the current list view into an Excel document
- Move in Workflow: Move all selected hiring proposals to a specific workflow state



C. **View/Edit existing Hiring Proposals**: Hover over the Actions link next to a specific applicant and click one of the following options:

- **View selected** hiring proposal (can also do so by clicking the blue link in the left column of the list)
- **Edit selected** hiring proposal (only if it NOT in a final/approved workflow state).

To print a hiring proposal

1. Locate the hiring proposal and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's Back button to return to the main view of the hiring proposal.

NOTE: ONE (1) Hiring Proposal per person, per posting/requisition.

ONE (1) applicant can have Hiring Proposals on different postings.

One (1) posting/requisition can have multiple Hiring Proposals on different applicants/candidates.

NOTE: AN ABBREVIATED VERSION OF THIS GUIDE IS AVAILABLE AT (http://www.uab.edu/faculty/jobs/user-resources).