

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.*

Job application: G [REDACTED] (Faculty)
Current Status: Under Review by Committee/Department
Application form: Faculty Profile

Full name: [REDACTED]
Address:
422 E. Kingsley St
Apt 3
Ann Arbor, MI 48104
United States of America
Username: g[REDACTED]@h.edu
Email: emailaddress@zed.zed
Phone (Primary): [REDACTED]-0051
Phone (Secondary):
Position Type: Faculty
Organization Level 3: 351005000
M.S. in Health Informatics Program

Created by: [REDACTED]
Owner: Applicant Reviewer

Take Action On Job Application ▼

- Keep working on this Job application

WORKFLOW ACTIONS

- Select (move to Further Review/Short List)
- Select (move to Interview)
- Select (move to Finalist)
- Select (move to Not Interviewed, Not Hired)

MOVE DIRECTLY TO...

- Draft
- Submitted SSN
- Further Review/Short List
- Interview
- Finalist
- End Finalist
- Recommend for Hire**
- Welcome Email

Summary | Recommendations (0 of 3) | History | Reports

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.

A screenshot of the "Editing Hiring Proposal" form. On the left is a sidebar with a green header "Editing Hiring Proposal" and three menu items: "Hiring Proposal" (highlighted with a green arrow), "Hiring Proposal Documents" (with a green checkmark icon), and "Hiring Proposal Summary". The main content area has a yellow header "Hiring Proposal" with "Save" and "Next >>" buttons. Below the header is a grey bar, followed by a "Check spelling" link with a green checkmark icon. A red asterisk indicates "Required Information". The "Applicant Information" section contains three input fields: "Requestor's Blazer ID" (empty), "First Name" (containing "Susie"), and "Middle Name" (containing "R").

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.

Position Information

Posting Number	F259P
Position Title	School of Medicine - Open Rank - Anesthesiology
Five-digit Position Number	<input type="text" value="56001"/>
* Employment Status	<input type="text" value="Full-Time"/>
Employment Status historical	Full-Time
Rank	Open Rank
* Tenure Information	<input type="text" value="Non-Tenure Earning"/>
* Actual Rank	<input type="text" value="Associate Professor"/>
Payroll Status	Faculty 12

Hiring Proposal Information

Hiring Proposal Number	F298HP
* Reason For Selection of Candidate	<div>Best qualified candidate</div>

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).

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal Documents

Save

<< Prev

Next >>

Attach an Appointment Action Summary Form if this is an offer of appointment to professor, with or without tenure or to Associate Professor with tenure.

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

Document Type	Name	Status	(Actions)
Appointment Action Summary Form- Hiring Proposal			Actions ▼
Offer Letter			Actions ▼
Advertisement Copies/Tearsheets			Actions ▼
Other Documents			Actions ▼
EEO Report			Actions ▼

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.

✓ Hiring Proposal [Edit](#)

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

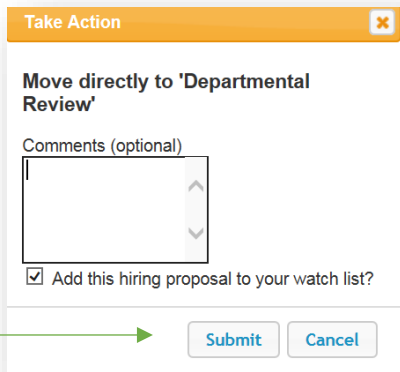
! Hiring Proposal [Edit](#)

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.”

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.

A screenshot of a 'Take Action' dialog box. The title bar is orange with the text 'Take Action' and a close button. The main content area has a white background. It starts with the text 'Move directly to 'Departmental Review''. Below this is a text input field labeled 'Comments (optional)'. Underneath the input field is a checkbox labeled 'Add this hiring proposal to your watch list?'. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'. A green arrow points from the left margin to the 'Submit' button.

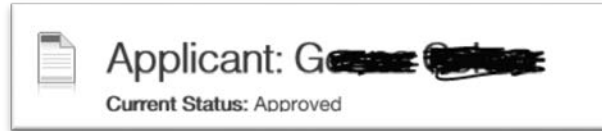
The Hiring Proposal is now in the workflow for review and approval.

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:

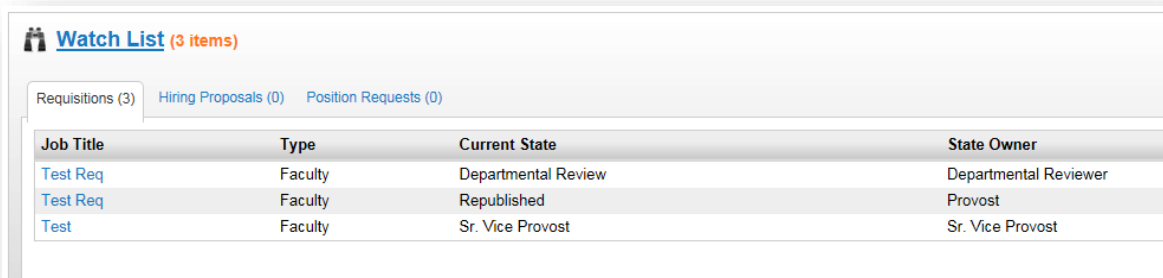
1. Once the hiring proposal is approved, the applicant is moved into the **APPROVED STATUS**.



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.

A screenshot of a web application interface titled "Watch List (3 items)". It has three tabs: "Requisitions (3)", "Hiring Proposals (0)", and "Position Requests (0)". The "Requisitions (3)" tab is active, displaying a table with four columns: "Job Title", "Type", "Current State", and "State Owner".

Job Title	Type	Current State	State Owner
Test Req	Faculty	Departmental Review	Departmental Reviewer
Test Req	Faculty	Republished	Provost
Test	Faculty	Sr. Vice Provost	Sr. Vice Provost

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.

Inbox 33

Displaying items for group "Faculty Affairs".

Requisitions (0)
Users (10+)
Hiring Proposals (10+)
Position Requests (0)
Special Handling Lists (0)

Job Title	Applicant Name	Type	Current State	State Owner
College of Arts and Sciences-Non Tenure Research Assistant Professor-Biology	[REDACTED]	Faculty	Background Check Assessment	Faculty Affairs
School of Medicine - Open Rank-Surgery- Gastrointestinal	[REDACTED]	Faculty	Background Check Processing	Faculty Affairs

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:

Actions ▾

GENERAL

Export results

BULK

Move in Workflow

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

Home
Requisitions
Applicants
Hiring Proposals
My Profile
Help

Janice Ward, you have 6 messages.
 Faculty Affairs ▾

Hiring Proposals / Faculty

Faculty Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search
More Search Options ▾

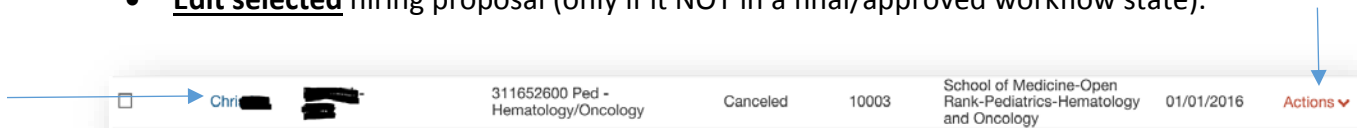
WARD HIRING PROPOSAL LIST ✕

"WARD HIRING PROPOSAL LIST" 162
 Delete this search?
 Selected records 6
 Clear selection?
 Previous
1
2
3
4
5
6
Next

<input type="checkbox"/>	First Name	Last Name	Hiring Proposal Number	Department	Hiring Proposal Workflow State	Five-digit Position Number	Position Title	Actual Start Date	<a>Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]		311654000 Ped - Pulmonary	Offer Accepted	10001	School of Medicine-Open Rank-Pediatrics-Pulmonary	07/01/2016	<a>Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]		425000000 Mktg, Ind Distr, & Econ	Offer Accepted	40305	Collat School of Business-Assistant Professor-Marketing, ID and Economics	08/15/2016	<a>Actions ▾

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>).