

UAB PEOPLEADMIN HIRING PROPOSAL QUICK USER GUIDE

1

•Go to Requisition or Posting that you want to fill in UAB People Admin.

2

•**Select Candidate** that you want to make the offer.

3

•Move candidate to **Recommend for Hire**.

4

•**Complete all the fields required** in the Hiring Proposal Form. If any required fields are left blank, you will not be able to submit the Hiring Proposal.

5

•**Upload the required** Hiring Proposal Documents. Request EEO Report from Equity Advisor and upload as noted.

6

•Click **Save and Next** to Return the to Hiring Proposal Summary Page.

7

•**Go to Take Action** on Hiring Proposal "Orange Take Action Button."

8

•Move Hiring Proposal in the **Workflow to Department Reviewer**.

9

•Make sure "**Watch List**" is **selected** on the Dialogue Box."

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•Hiring Proposal stays in **DRAFT** state until you submit it into the workflow.

11

•When the Hiring Proposal is fully approved-- **EXTEND OFFER state, you will receive an email**. At this time, the department chair can extend the offer to the offer to the faculty candidate.

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•When the candidate accpets the offer with a signed offer letter, move the Hiring Proposal to OFFER ACCEPTED.

13

•**DISPOSITION ALL REMAINING ACTIVE CANDIDATES IN UAB PEOPLEADMIN.**

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•**Begin the** Phase II or **Appointment Process** by completing the ACT Document and Faculty Data Form. [Go to: http://www.uab.edu/faculty/jobs/user-resources](http://www.uab.edu/faculty/jobs/user-resources) for a complete **HIRING PROPOSAL USER GUIDE**.