

## HOW TO CREATE A HIRING PROPOSAL IN UAB PEOPLEADMIN

<b>Step 1</b>	<b>Obtain the EEO Report from your Equity Advisor. You'll upload it in the Hiring Proposal Documents Section.</b>
<b>Step 2</b>	<b>Login</b> to UAB PeopleAdmin
<b>Step 3</b>	Click Requisition; Faculty and select your requisition.
<b>Step 4</b>	<b>Select</b> the candidate to make the offer to from the APPLICANTS on your Requisition.
<b>Step 5</b>	<b>Click Take Action on Job Application</b> , and Move their application to <b>Recommend for Hire</b> . This allows you to start the Hiring Proposal.
<b>Step 6</b>	Click on <b>START FACULTY HIRING PROPOSAL</b> ; then CONFIRM START FACULTY HIRING PROPOSAL.
<b>Step 7</b>	Complete the necessary fields; including all <b>REQUIRED FIELDS</b> . You cannot submit the Hiring Proposal if any required fields are incomplete.
<b>Step 8</b>	<b>SAVE AND CONTINUE</b> to move to the next page.
<b>Step 9</b>	Attach Hiring Proposal Documents (i.e. Offer Letter, Advertisement Copy or tearsheets, and EEO Report).
<b>Step 10</b>	<b>Complete all fields</b> . Note: Several fields are required, and you cannot submit the Hiring Proposal until the information is complete.
<b>Step 11</b>	Then click <b>SAVE &amp; CONTINUE</b> to return to the <b>Summary Page</b> . Review Hiring Proposal and make sure information is correct before you submit.
<b>Step 12</b>	See <b>TAKE ACTION ON HIRING PROPOSAL BUTTON</b> . 1) ADD TO WATCH LIST, 2) SUBMIT BY MOVING HIRING PROPOSAL TO DEPARTMENT REVIEWER.