When Dispositioning Applicants and Initiating a Hiring Proposal:

After the search committee has completed the search and selection process,

1. An Initiator may disposition applicants no longer under consideration to their final status and will upload the supporting Applicant Disposition Worksheet to the Hiring Proposal.
2. The Initiator will change the status of the appointee to Recommend for Hire and select the option to Start Hiring Proposal.
3. The Initiator will select the Position Description to which the applicant will be appointed and creates a Hiring Proposal which may include the conditions of appointment, offer letter, salary justification etc.
4. The Initiator will submit the Hiring Proposal and supporting documentation to the HR Consultant 1 for review who may move it forward to the HR Manager for review and approval or return it to the Initiator for additional changes. (See workflow diagram above for complete process)
Accessing the Applicants tab of a Posting:

In the Applicant Tracking module, select the position type for the Posting you wish to search for or you may select the posting directly from the Home page if you have marked it as part of your Watch List.

If you need to search for the posting, after selecting the position type from the drop down menu above you may enter the posting number in the open text box and click search and then select the blue link under Posting Number to view the specific posting. If you do not know the posting number, you may select “More Search Options” and define your search or select “Saved Searches” to view more options available to you.

When viewing the posting, select the “Applicants” tab to view the applicants who applied to the posting and to begin the dispositioning process.
Dispositioning Applicants:

As the Initiator, you may view and disposition one applicant at a time by clicking the applicant’s last name (blue link):

OR

You may select and change multiple applicants at the same time by checking their names and selecting Actions – Bulk – Move in Workflow. In order to use this option, only applicants currently at the same status may be selected.
***IMPORTANT***

As Initiator, once you change and save a workflow state you may not edit that workflow state again. The workflow state you select is considered the FINAL status. You must contact your Business Center HR team for assistance if a workflow state change is made in error.

As Initiator you may disposition the applicants to the following statuses under Workflow Actions:

- Keep working on this job application
- Workflow Actions:
  - Recommend (move to Recommend for Hire)
  - Not Selected (move to Final Status - Not minimally qualified - incomplete application)
  - Not Selected (move to Final Status - Not minimally qualified - did not meet objective/measurable M2S)
  - Not Selected (move to Final Status - not advanced beyond application stage)
  - Not Selected (move to Final Status - Not advanced beyond phone interview)
  - Not Selected (move to Final Status - Not advanced beyond on-site interview)
  - Not Selected (move to Final Status - Not advanced beyond reference check)
  - Not Selected (move to Final Status - Not advanced beyond post-interview certification)

All applicants no longer under consideration, and changed to their FINAL status of “Not Selected…”, must be included on the Applicant Disposition Worksheet which must be uploaded to the Hiring Proposal Documents page of the Hiring Proposal in the next stage. After those applicants not selected have been dispositioned, you will then change the status of the recommended appointee to “Recommend for Hire.” Once confirmed, select the option to Start Hiring Proposal from the top right section of the application screen.

After selecting the option to “Start Hiring Proposal”, confirm your selection or if hiring more than one person from the posting and need to seat them to another position description (for Classified/Temporary Staff and Unclassified Faculty Appointments ONLY) you may search and then select the corresponding radio button before confirming your selection.
HIRING PROPOSALS

The Hiring Proposal is made up of three parts:

First complete the Hiring Proposal form:

Section 1 of the Hiring Proposal form populates from the Application. The Initiator may validate the name and input the OSU Identification Number – optional. These fields may be completed by the HR Consultant 1.
**Section 2** populates from the position description and/or posting. **Not editable.**

<table>
<thead>
<tr>
<th><strong>Position Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointment Type</strong></td>
</tr>
<tr>
<td><strong>Position Title</strong></td>
</tr>
<tr>
<td><strong>Position Title Code</strong></td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
</tr>
<tr>
<td><strong>Posting Number</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Job Location</strong></td>
</tr>
<tr>
<td><strong>Position Family</strong></td>
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<tr>
<td><strong>Position Level</strong></td>
</tr>
<tr>
<td><strong>Criminal History Check</strong></td>
</tr>
<tr>
<td><strong>Motor Vehicle History Check</strong></td>
</tr>
<tr>
<td><strong>NCAA Requirement</strong></td>
</tr>
<tr>
<td><strong>Position Appointment Percent</strong></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>Unclassified Code</strong></td>
</tr>
<tr>
<td><strong>Appointment Basis</strong></td>
</tr>
<tr>
<td><strong>Employee Class</strong></td>
</tr>
<tr>
<td><strong>Limited Renewal Date</strong></td>
</tr>
<tr>
<td><strong>Tenure Status</strong></td>
</tr>
<tr>
<td><strong>Tenure Basis</strong></td>
</tr>
<tr>
<td><strong>Tenure FTE</strong></td>
</tr>
<tr>
<td><strong>Faculty Status</strong></td>
</tr>
<tr>
<td><strong>Pay Method</strong></td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
</tr>
</tbody>
</table>
Sections 3 – 5 include the Position Funding Source, Salary Information and basic Hiring Proposal Information.

Position Funding Source

Funding Source: Education & General

Labor Distribution
(Index, Account Code, Activity Code, Labor %)

Position Budget Type

Final Salary Offered

Wage Type
- Appointment_Salary
- Hourly_Rate
- For Reference Only - Classified Step 1-10

Actual Wage: 45000

Full-Time Annual Salary (for salary jobs only): 45000

Hiring Proposal Information

Start Date: 01/09/2017

End Date:

Step: 0

FTE: 1.0
## Data Entry examples and instructions - * indicates a required field:

### Position Funding Source

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Index, Account Code, Activity Code and Labor% From Posting</td>
<td>For example: GFA008, 10103, 75%</td>
</tr>
</tbody>
</table>

### Final Salary Offered

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Radio Buttons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Salary</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>For Reference Only (Classified non-IT)</td>
</tr>
</tbody>
</table>

**Required Fields**

- **Actual Wage**
  - **Appointment Salary**
    - This is the full-time annual salary in the FTE. Example: FT Annual Salary = 60000, the FTE is 0.75 FTE = 0.75 x 60000 = 45000. Enter the annual salary in this box and the rate will be rolled into NEAJOBS.
  - **Hourly Rate**
    - Enter hourly rate
    - Example: 14.25, will be rolled into NEAJOBS - Regular Rate
  - **Reference Only**
    - Information entered here is either full-time monthly rate that corresponds to the step hire at OR Hourly Rate.
    - Rate for Classified (non-IT), EPAIE Banner will load salary or hourly rate into NEAJOBS from salary grade in NEAOPEN and step 1 of the rate table. Example: 48000

**DO NOT ENTER** Dollar Signs or Commas (just numbers and decimal points)

**FT Annual Salary (for salaried job)**

- For example: 48000

- Used as a reference enter annual salary for 1.0 FTE/100% appointment. Ensures appointment salary is correct.

### Hiring Proposal Information

- **Start Date**
  - For example: 1/01/2016
  - People Admin will transform format: DD-MM-YYYY

- **End Date**
  - For example: 08/15/2017
  - MUST be entered for positions with pre-determined end dates OR positions that require end dates such as UV, TS, Limited Duration. Leave this field blank if the position does not require an end date to be entered into Banner. This field will not load into Banner, but is important as the information is needed so BC payroll will know what to manually enter in NEAJOBS.

- **Step**
  - **Students, Temps, Unclassified, or Classified-IT:** 0
  - **Classified (non-IT):** 1 thru 10

- **FTE**
  - For example: 0.75
  - Students will ALWAYS have a FTE of 1.0

- Needs to mathematically calculate as Appointment Percent / 100:
  - Example: Appointment Percent = 100 / 10 = 10 FTE
  - Example: Appointment Percent = 53 / 100 = 0.53 FTE
  - Example: Appointment Percent = 8.3 / 100 = 0.083 FTE
Hiring Proposal Documents:

Next upload the required documentation to support the hire depending on the appointment type:

- **Applicant Disposition Worksheet**: ALL competitive appointments (students exempt)
- **Draft Offer Letter**: Classified, Academic, & Administrative/Professional Faculty appointments
- **Signed Offer Letter**: may upload when changing appointees status to Offer Accepted
- **Conditions of Academic Wage Appointment**: Academic Wage appointments
- **Conditions of Temporary Appointment**: Temporary Staff appointments
- **Salary Authorization – Offer Outside of Approved Salary Range**: memo justifying request outside range
- **Classified Salary Step Justification**: For requesting appointments above step 1 for New Classified Hires
- **Diversity Initiative Summary**: Upload candidate’s response to diversity question if a required qualification
- **Optional Correspondence 1 and 2**: Option to upload any supporting documentation
- **NRA Review – Personal Demographic Form**: Upload if NRA Review Required

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Disposition Worksheet</td>
<td>Applicant Disposition Worksheet 12-05-16 17:06:03</td>
<td>PDF complete</td>
<td>Actions ↓</td>
</tr>
<tr>
<td>Signed Offer Letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addendum to Offer Letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditions of Temporary Appointment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Conditions of Academic Wage Appointment</td>
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<td>Salary Authorization – Offer Outside of Approved Salary Range</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Classified - Salary Step Justification</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Diversity Initiative Summary (Upload if Required Qualification)</td>
<td>Diversity Initiative Summary (Upload if Required Qualification) 12-05-16 17:22:57</td>
<td>PDF complete</td>
<td>Actions ↓</td>
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<tr>
<td>Optional Correspondence 1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Optional Correspondence 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRA Review - Personal Demographic Form</td>
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</tbody>
</table>
There are 3 main areas to the Hiring Proposal Summary:

**Summary** – displays details about the Posting

**History** – displays all transactions associated with the Hiring Proposal, when it was created, any actions, notes or distributed emails time in status, who prepared the action, time and date stamp. As the number of transactions grows, History may be filtered by clicking on the boxes for Workflow, Notes and Emails

**Settings** – display the organizational structure for the hiring proposal.

**Other Actions:** There are additional actions which may be taken by the user. These include:

- **Edit** your hiring proposal to include additional or modified information. You may also navigate to each section of the hiring proposal where an Edit link is available by topic

- **Take Action on Hiring Proposal** (discussed below) to move the hiring proposal through the workflow and approval process

- **Print Preview** allows you to print the Preview for how the hiring proposal appears on screen

**Take Action on Hiring Proposal**

The Initiator may “Keep working on this Hiring Proposal” or “Submit for Review (move to HR Consultant 1 – Offer Letter Review)” for review. The HR Consultant 1 may return it to the Initiator if additional information or modification is needed or move forward to the HR Manager for approval.

When the Offer Letter is approved by the HR Manager, the Hiring Proposal will move to the “Permission to Offer Employment” status.
Take Action on Hiring Proposal

After the offer is accepted, the Initiator will change the applicant status to “Offer Accepted” and submit the signed offer letter and appropriate new hire paperwork to their business center. If the offer was declined, the Initiator will change the status to “Declined”. If required, the HR Consultant 1 will initiate an NRA review. Once the NRA review is completed by OISFS, the HRC1 will make any final changes to the Hiring Proposal and submit to the HR Manager for final review and approval. The HR Manager will then finalize the hire and seat the person to the position.

The Initiator will receive an email notification when Permission to Offer Employment is granted and when the Hire is approved.