Online Recruiting System – PeopleAdmin 7
Applicant Tracking Module - Dispositioning Applicants & Initiating a Hiring Proposal

Below is a visual diagram for the Applicant Disposition and Hiring Proposal workflow:

**Applicant Disposition Workflow**

1. When Dispositioning Applicants and Initiating a Hiring Proposal:

   - After the search committee has completed the search and selection process,
   - 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.
   - The Initiator will change the status of the appointee to Recommend for Hire and select the option to Start Hiring Proposal.
   - 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.
   - 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.
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.

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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointment Type</strong></td>
<td>Administrative/Professional Faculty</td>
</tr>
<tr>
<td><strong>Position Title</strong></td>
<td>Manager 1-F&amp;A Bus Ctrl</td>
</tr>
<tr>
<td><strong>Position Title Code</strong></td>
<td>U2414</td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
<td>Exempt Administrative/Not Eligible for Overtime</td>
</tr>
<tr>
<td><strong>Posting Number</strong></td>
<td>P00012UF</td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
<td>C12345</td>
</tr>
<tr>
<td><strong>Job Location</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Position Family</strong></td>
<td>Business and Finance Services</td>
</tr>
<tr>
<td><strong>Position Level</strong></td>
<td>A14</td>
</tr>
<tr>
<td><strong>Criminal History Check</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Motor Vehicle History Check</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>NCAA Requirements</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Position Appointment Percent</strong></td>
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</tr>
<tr>
<td><strong>Job Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unclassified Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Appointment Basis</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Employee Class</strong></td>
<td>UF</td>
</tr>
<tr>
<td><strong>Limited Renewal Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tenure Status</strong></td>
<td>Fixed-Term</td>
</tr>
<tr>
<td><strong>Tenure Basis</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tenure FTE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Status</strong></td>
<td>Regular</td>
</tr>
<tr>
<td><strong>Pay Method</strong></td>
<td>Salary</td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
<td></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:

#### Funding Source

| Labor Index, Account Code, Activity Code and Labor % From Posting | For example: GFA008, 10103, 75% MND123, 10103, EBCW, 25% | This is information that defaults from the posting for student and academic wage appointment types. Not editable. |

* Labor Index, Account Code, Activity Code and Labor %

| Account Codes: Unclassified - Academic/Research Faculty = 10102 | Unclassified - Administrative/Professional Faculty = 10103 | Copy and paste from section above for student and academic wage if the same or enter new labor distribution. Enter new distribution as needed. Your BC Payroll needs this information to correctly complete NBAJOBS setup. Pooled Positions: your BC payroll dept needs this information in order to correctly enter the Labor Distribution in NBAJOBS. |

#### Final Salary Offered

* Wage Type

| Radio Buttons: Appointment Salary | Hourly Rate | For Reference Only (Classified non-IT) | Classified from IT: "For Reference Only" | Classified IT: Hourly Rate or Appointment Salary | Unclassified: Hourly Rate or Appointment Salary | Academic Wage Salaried: Appointment Salary | Academic Wage Hourly/Tenure: Hourly Rate | Students: Hourly Rate |

* Actual Wage (referred to in Banner as Appointment Salary)

| Appointment Salary: This is the full-time annual salary in the FTE. Example: PT Annual Salary is $60,000 and the FTE is 0.75 FTE, so $60,000 x 0.75 = $45,000 which is the rate to input in the box and the rate will load into NBAJOBS. Hourly Rate: Enter hourly rate. Example: 14.25, this will load into NBAJOBS - Regular Rate Reference Only: Information entered here is either full-time monthly rate that corresponds to the step in the ORP App Salary or Hourly Rate for Classified from IT, EPAF, Banner will load salary or hourly rate into NBAJOBS from salary grade in NEAFOEN and step number from Banner. |

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

#### FT Annual Salary (for salaried job) (only appears on Unclassified and Academic Wage)

| For example: 48000 | Used as reference enter annual salary for 1.0 FTE/100% appointment. Ensure appointment salary is correct. |

#### Hiring Proposal Information

* Start Date

| For example: 1/01/2016 | People Admin will transform format to 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 into NBAJOBS. |

* Step

| Students, Temps, Unclassified, or Classified-IT: 0 | Classified (non-IT): 1 thru 10 | MUST be entered for all appointments. Important: make sure the step is populated and correct in NEAFOEN. Especially important for Classified non-IT as this will drive the pay. |

* 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 = 100/100 = 1.0 FTE Example: Appointment Percent = 50/100 = 0.50 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
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.