

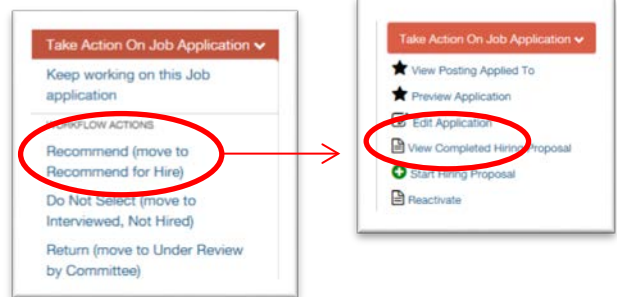
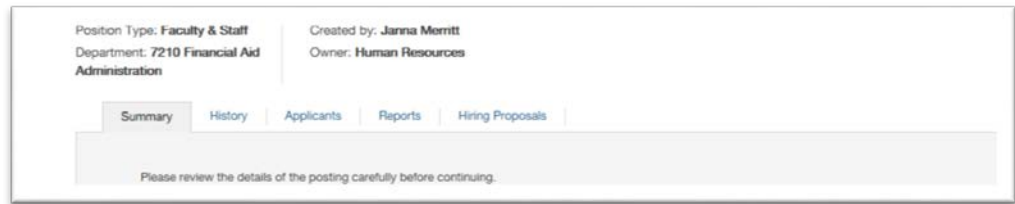
# Creating a Hiring Proposal

## Check your settings

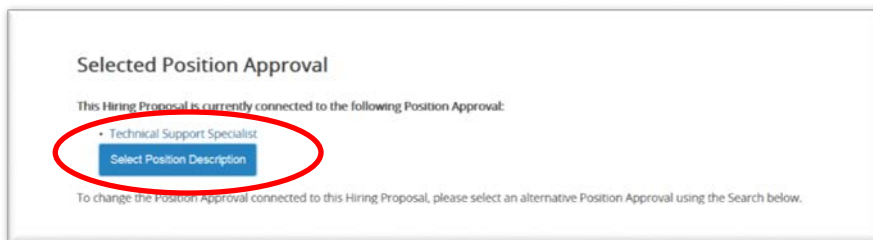
- Initiator (User Role)     Hire (Module)     Home (Tab)



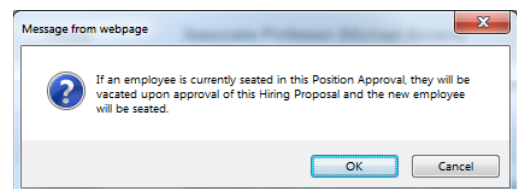
1. Click on the desired job posting from **Postings** in your **Inbox**
2. Choose the **Applicants** tab
3. Locate the appropriate Applicant from the list. Click on Applicant name and make appropriate selection from the **Take Action on Job Application** button.
4. To Hire an Applicant:
  - a. Move to **Recommend for Hire** option.
  - b. Select **Start Hiring Proposal**.



5. On the left of the screen the **Selected Position** Approval that is linked to the specific posting will be there along with other postings in the system that could be chosen in an unusual situation.
6. Scroll to the bottom of the page to the blue button: **Select Position Approval**



Note: Please hit OK for the message referring to the currently seated employee.



7. Input applicable information in Hiring Proposal.



8. **Take Action on Hiring Proposal** by sending the proposal to Human Resources.

9. If the Hiring Proposal is over the approved pay for the position, the proposal will need to go through the entire approval process. The position cannot be offered to the applicant until the approval process is complete.

