Document & Information Checklist:

Required:
- Faculty Letter from Chair to Dean (doc)
- Draft Offer Letter (doc)
- Faculty Vote on Hire and Rank (info)
- Start date, salary and Rank/title (info)

Optional:
- If Reference Letters were collected outside of the PeopleAdmin system, you will need to attach them to the Hiring Proposal (doc)

Workflow Process

Faculty Hiring Proposal

Main Campus:
Estela Hernandez
Director, Faculty Recruitment
Office for Equity and Diversity
201 Presidents Circle, Room 204
Salt Lake City, UT 84112
801-581-7569
estela.hernandez@utah.edu

Health Science Campus:
(COH, CON, COP, SOM, Eccles Library):
Piikea Akimseu
Director
Office of Academic Affairs and Faculty Development
26 South 2000 East, Room 5515
Salt Lake City, UT 84112
801-581-5705
piikea.akimseu@hsc.utah.edu

Questions?

The full PeopleAdmin Training Packet (detailed instructions and screenshots) is available at:
http://www.hr.utah.edu/openpositionPeopleAdminTraining.pdf

Quick Guide

The Web Address/URL for the training site:
https://utah-training.peopleadmin.com/hr/shibboleth
Use your CIS username and password to login. This training environment is available to you as a way to practice without having impact on the live site. This site will be available until November 8, 2011.

Access the live site through the CIS website:
Sign onto CIS; In the Applicant Tracking System box, click on University of Utah for Main Campus, or University Hospitals and Clinics.
Step-By-Step: Instructions

Hiring Proposal

Step 1: Begin Hiring Proposal
- Once the selected candidate is moved into the “Recommend for Hire” workflow, click on the option “Start Hiring Proposal” following a green plus sign, under the orange action button on the right of the screen.
- Click on “Start Hiring Proposal.”

Step 2: “Faculty Hiring Proposal”
- First few lines will be pre-populated (remember to double check the information).
- “Start Date” = first day of assignment.
- “Proposed Hire Rank” = title offered to candidate.
- “Proposed Job Code” = code corresponding to proposed hire rank.
- “Base Salary” = base salary offered to candidate excluding summer salary and other additional pay.
- “Faculty Vote on Hire” = in the format Approval/Disapproval/Abstention/Absence. Optional for SOM departments - must do this prior to submitting hire ePAF.
- “Faculty Vote on Rank” = in the format Approval/Disapproval/Abstention/Absence. Optional for SOM departments - must do this prior to submitting hire ePAF.

Step 3: “Hire Proposal Documents”
- Attach “Letter from Chair to Dean” (required).
- Attach “Draft Offer Letter” (required).

Step 4: “Hiring Proposal Summary”
- Review and edit any incorrect information.
- Hover over the orange “Take Action on Hiring Proposal” button and click on the desired workflow state:
  ✓ “Keep Working on this Hiring Proposal.”
  ✓ “Cancel Hiring Proposal (move to Canceled).”
  ✓ “Department Approver (move to Department Approver” = submit hiring proposal for approval.
  ✓ “Cancel (move to Canceled).”
- Click on “submit.”

Step 7: After Approval Process
- Once approved by the cognizant Vice President, Hiring Proposal will be returned to Dept Admin to “Extend Offer.”
- When the candidate makes a decision on the offer, go back into the Hiring Proposal, hover over the “Take Action on Hiring Proposal” button and click on the desired workflow state:
  ✓ “Offer Accepted - Send to DFA.”
  ✓ “Cancel Hiring Proposal.”
  ✓ “Declined Offer.”
- Department should begin the background check process with Human Resources at this point.
- After a Hiring Proposal is moved to “Offer Accepted,” the DFA will move the Hiring Proposal to “Ready for ePAF,” and it will take one business day before you can initiate the hire ePAF.

Completing the Search

Step 1: Removing the Posting
- To remove a posting from the U’s website so that no more applicants can apply, email your DFA and request that the posting be moved to “Closed.”
  Note: You may only close a job after the date posted in the advertisement. If ad says open until filled, the job must remain open.
- The job will be closed to applicants but you will still be able to review candidates and move them in the workflow.

Step 2: Remaining Applicants
- Disposition all applicants into a final workflow status so that no applicants appear on the applicant tab in “Active” status.
- If you click “More Search Options” and choose “Inactive,” you will see all of the applicants with their final statuses including those who are “Hired.”

Step 3: Close Out the Position
- Once you have successfully hired the selected candidate(s) (their Hiring Proposal has been moved to Ready for ePAF and their Application status shows as “Hired”), and moved all other applicants to a final disposition, the DFA will move the Posting to “Filled.”

*The full PeopleAdmin Training Packet is available at: [http://www.hr.utah.edu/openposition/PeopleAdminTraining.pdf](http://www.hr.utah.edu/openposition/PeopleAdminTraining.pdf)