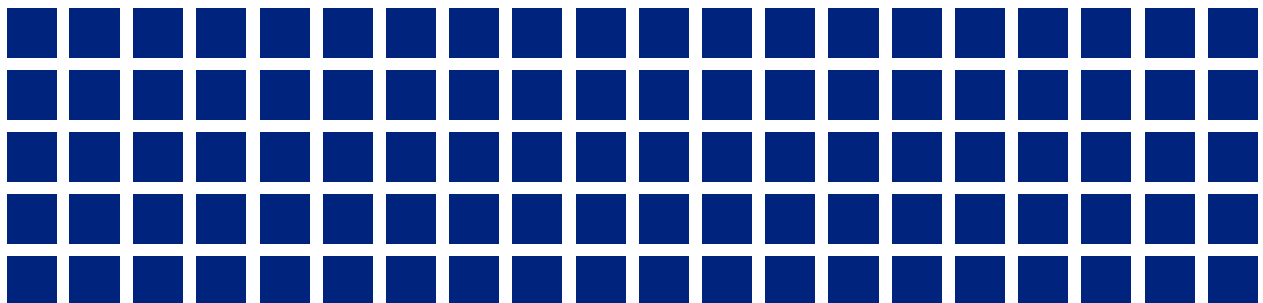


# Workforum Training

## Part 6: Hiring an Applicant and Completing a Hiring Proposal



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## Hiring an Applicant

The final step in the Workforum process involves selecting a candidate from among your interviewees to recommend for hire. The following steps **MUST** be performed by a Department Authority user; Assistants may not perform these functions. To proceed with these final steps, log into Workforum and proceed to the Applicant Tracking module. Locate the line item for your position, and select it. You will then be taken to your posting's details. Click the Applicants tab to return to your list of active applicants.

Once you have conducted all interviews, and a candidate has been selected for the position, you will need do final coding for any remaining applicants who have yet to be dispensed. (Applicants you have previously marked as "Not Hired" will no longer appear.) Under your posting's Applicants tab, check the checkbox for all remaining applicants. Then, mouse over the Actions button in the top right and choose "Move in Workflow." This will bring up a screen with a dropdown box for each applicant. (NOTE: If your "Move in Workflow" link does not appear in the **Actions** menu, you may have to use the pre-populated saved searches under the "Open Saved Search" dropdown list and handle your applicants one status at a time.)

Code each applicant as follows:

- For those applicants you previously considered only as potential alternates but now no longer wish to interview, select "Not Hired" from the dropdown box. A second dropdown box will appear with a list of rejection codes. Select the most appropriate code and save.
- For those interviewees you **DEFINITELY DO NOT** wish to hire, select "Not Hired" from the dropdown box. A second dropdown box will appear with a list of rejection codes. Select the most appropriate code and save.
- For those interviewees you wish to keep as alternate hires should your first choice turn down your offer, leave those applicants alone and do **NOT** code them at this time. Keep in mind that these interviewees will ultimately need to be dispensed if your first choice **DOES** accept the position.
- For the interviewee you wish to hire, select "Recommend for Hire" from the dropdown box.

Save your changes. Next, when beginning your hiring proposal, the departmental authority is certifying that the hiring process was fair and equitable.

## Processing Your Hiring Proposal & Electronic Offer Letter

The final step in hiring a candidate is submitting a hiring proposal & electronic offer letter. Under the Applicants tab, click the last name of the applicant you wish to hire, and his/her application will be displayed. In the top right corner, select "Begin Hiring Proposal."

Your hiring proposal is automatically configured to fill the position number that appeared in the original posting. For most scenarios, this is correct and you should scroll to the bottom of the

screen and click the **Select Position** button. If you should have a special scenario and are filling a different position number than the one that was posted, select the radio button for the new position number and then click **Select Position**.

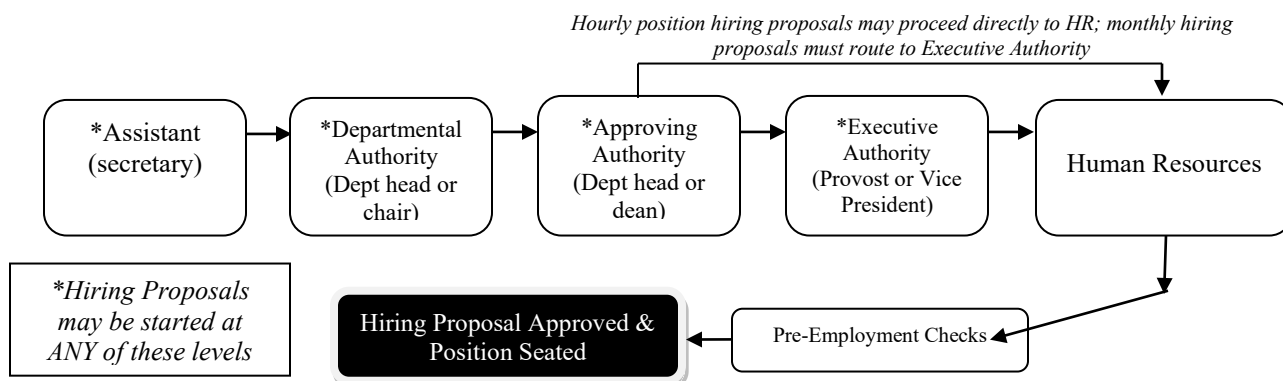
For staff positions, Human Resources will notify you if your candidate accepts the position.

If your candidate **DID** accept, you will need to code your alternates that have not already been moved to a “Not Hired” status, if any. Select the most appropriate code and save.

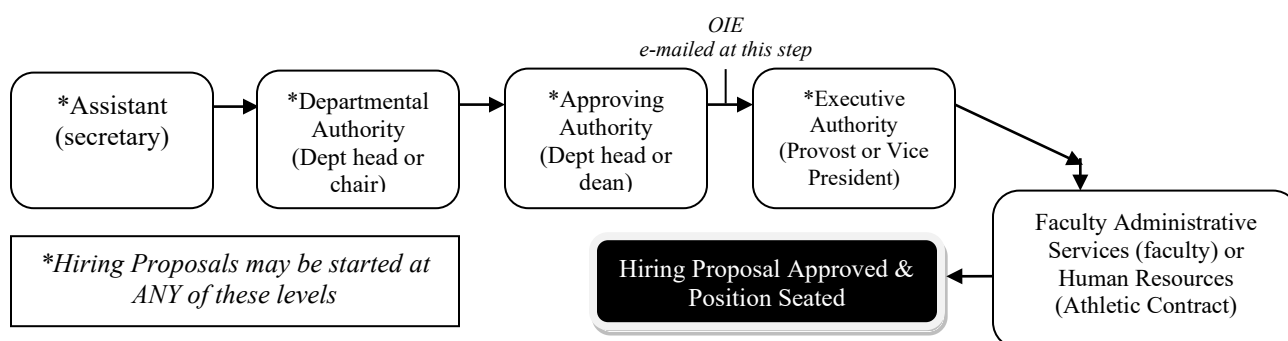
If your candidate **DID NOT** accept, then you will code that applicant as “Not Hired” and choose the rejection code of “Applicant Declined Offer.” You may then change the status of any alternate candidate to “Recommend for Hire” and repeat the hiring proposal process above.

Depending on the type of hire you are making, your hiring proposal will follow one of the following two workflow paths:

### Staff/Administrative Executive/Contract Coach Hiring Proposal Workflow



### Full-Time Faculty/Academic Executive Hiring Proposal Workflow



As part of the hiring proposal, an electronic offer letter is prepared for the candidate and routed to them for electronic signature. Look for the **Offer Letter** tab on the hiring proposal and select the appropriate template for your faculty hire. Most of the information pre-populates into the letter but take care to review the entire letter to fill in any missing information and look for any potential formatting errors. Once the letter has been agreed upon by all levels of authority, Academic Affairs will send the offer letter to the candidate. If the candidate accepts, the hiring proposal will be seated. Note: Once sent to the candidate, an offer letter cannot be changed. A new hiring proposal with a new letter must be created at that point.

After your hiring proposal has been approved at all levels and the employment offer has been made and accepted, the position will be seated, and the new employee will be marked as Hired in Workforum. HR or Faculty Administrative Services will route the approved hiring proposal and other documentation to HR Records for processing into Banner as a new hire.

## Additional Training

This concludes the training session on Requests to Fill. Further Workforum training is available for the following topics.

- Introduction to the System
  - Requesting to Fill Existing Positions
  - Requesting to Create a New Position
  - Requesting to Reclassify/Retitle an Existing Position
  - Tracking, Reviewing, and Processing Applicant Pools
  - Changing a Position's Supervisor
  - Part-Time Faculty
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