

RECOMMEND FOR HIRE

Hover over the **Postings** tab and select **Faculty** from the menu. This takes you to the **Faculty Postings** list screen where you can create new postings or manage existing postings. Locate the posting and open it to the **Applicants** tab.

The screenshot shows the 'Faculty Postings' page. At the top, there is a navigation bar with tabs for Home, Postings, Applicants, Rec for Hires, My Profile, and Help. Below the navigation bar, there is a message: ', you have 0 messages. Current Group: Search Committee Chair' with a dropdown menu and a 'logout' link. The main heading is 'Faculty Postings' with a '+ Create New Posting' button. Below the heading, there is a search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' button. A table of 'Faculty Postings' is displayed with columns: Position Title, Job Posting Number, Department, Active Applications, and Workflow State. Two rows are visible: 'HP - Training' and 'HP - Training - hiring proposal', both with 3 active applications and a 'Posted' workflow state. An 'Actions' dropdown menu is visible for each row.

	Position Title	Job Posting Number	Department	Active Applications	Workflow State	
<input type="checkbox"/>	HP - Training	20170012FAC	St. David's School of Nursing (50011504)	3	Posted	Actions ▾
<input type="checkbox"/>	HP - Training - hiring proposal	20170013FAC	St. David's School of Nursing (50011504)	3	Posted	Actions ▾

The screenshot shows the 'Job application: First Name Last Name (Faculty)' page. The current status is 'Interviewed' and the application form is 'Faculty Application'. The page displays the applicant's contact information and details. A 'Take Action On Job Application' dropdown menu is open, showing options: 'Keep working on this Job application', 'Recommend for Hire (move to Recommend for Hire (Chair/Director))', and 'Interviewed - Not Selected (move to Interviewed, Not Selected)'. The applicant's details are as follows:

Full name: First Name Last Name	Created by: First Name Last Name
Address:	Owner: Search Committee Chair
Address	
City, TX 78666	
Username: test222	
Email: test222@zed.zed	
Phone (Primary): 512-123-4567	
Phone (Secondary):	
Position Type: Faculty	
Department: St. David's School of Nursing (50011504)	

To move the applicant along in the workflow, hover over the **Take Action on Job Application** button and choose the appropriate action. To recommend a candidate for hire, the Search Committee Chair will update the selected candidate's workflow state to **Recommend for Hire**.

Summary | History | Settings | **Applicants** | Reports | Rec for Hires

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search [More Search Options](#)

All applications Actions

"All applications" 3

<input type="checkbox"/>	Last Name	First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	Last Name	First Name	Cover Letter, Curriculum Vitae	20170013FAC	Recommend for Hire (Chair/Director)	June 29, 2016 at 12:44 PM	Actions
<input type="checkbox"/>	Last Name	First Name	Cover Letter, Curriculum Vitae	20170013FAC	Interviewed, Not Selected	June 29, 2016 at 12:46 PM	Actions
<input type="checkbox"/>	Last Name	First Name	Cover Letter, Curriculum Vitae	20170013FAC	Applicant Not Selected – Email Once Filled	June 29, 2016 at 12:49 PM	Actions

INITIATING HIRING PROPOSALS

Once the Search Committee Chair moves the selected applicant into the *Recommend for Hire* state, a link to begin the hiring proposal will be available at the Chair/Director level. A green plus + will be beside the link.

The chair/director may begin informal negotiations with dean and Associate Provost approval. Salary, startup packages, and related issues for the selected candidate should take place by the chair/director prior to submitting the hiring proposal.

Once the negotiations are complete, the Chair/Director opens the candidate's applicant record and clicks the link to **Start Hiring Proposal**. Follow the instructions below to create the Faculty Hiring Proposal.

Marla Erbin-Roesemann, you have 0 messages. Current Group: Chair/Director [logout](#)

... / HP - Training - hiring proposal (Posted) / Applicant Review / First Name Last Name Recommend for Hire (Chair/Director)

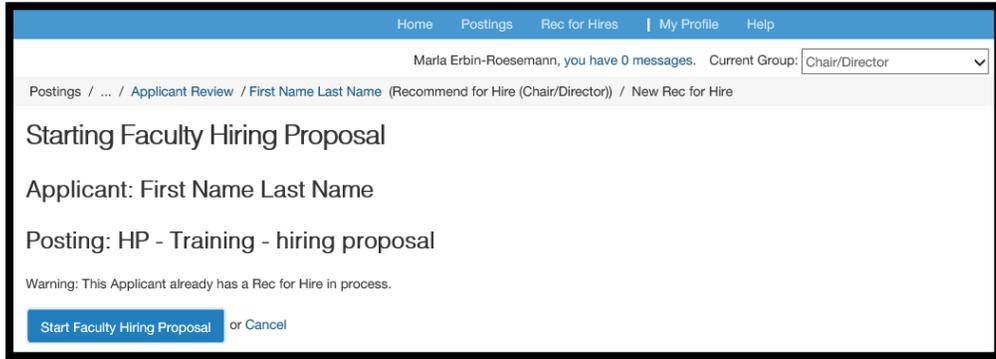
Job application: First Name Last Name (Faculty)

Current Status: Recommend for Hire (Chair/Director)
Application form: Faculty Application

Full name: First Name Last Name Created by: **First Name Last Name**
 Address: **Name**
 Address1 Owner: **Chair/Director**

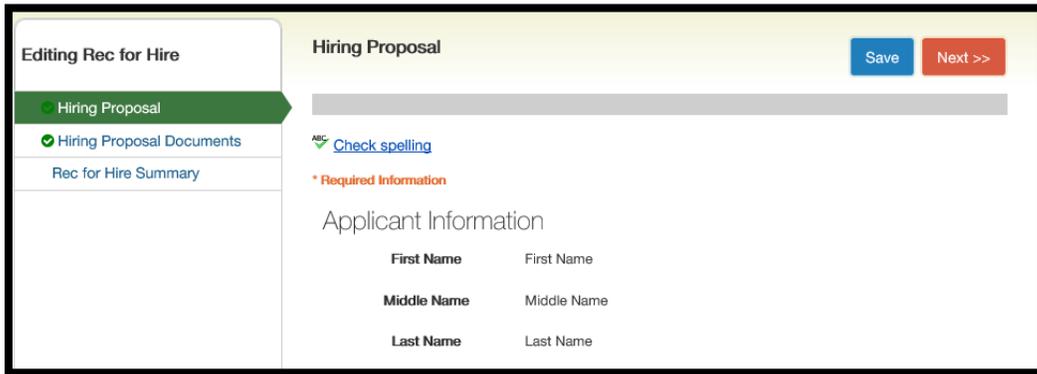
Take Action On Job Application

- ★ [View Posting Applied To](#)
- ★ [Preview Application](#)
- + [Start Faculty Hiring Proposal](#)

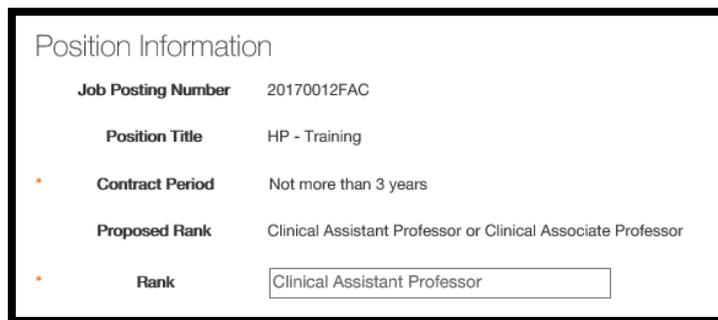


Fill out the necessary fields. Some applicant and position information should auto-fill and is not editable within the Hiring Proposal. If a Hiring Proposal already exists for this applicant, you will receive the following warning: This Applicant already has a Hiring Proposal in process.

Hiring Proposal:



If required fields are not completed, an error message will appear and you will be required to enter the necessary data. Edits will not be saved, unless the **Save** or the **Next** button is clicked.



Hiring Proposal Information

Hiring Proposal Number 20170004FAC-HP

Salary

Actual Start Date

Is Background Check Required?

Required Documents Uploaded

- Hiring Matrix
- Contract Offer Recommendation Form
- Official transcripts for All degree granting universities (Original must be sent to Faculty Records outside system)
- English Proficiency Form
- Security Sensitive Form
- Three letters of recommendation (Must be attached if not requested through application process)
- Employment Justification Form (Required if faculty member does not possess the required academic credentials as required by SACS)

Hiring Proposal Documents:

Editing Rec for Hire

- Hiring Proposal
- Hiring Proposal Documents
- Rec for Hire Summary

Hiring Proposal Documents

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Hiring Matrix			Actions ▼
Contract Offer Recommendation (for Faculty)			Actions ▼
English Proficiency Form (for Faculty)			Actions ▼
Employment Verification Form			Actions ▼
Background Inquiry Release Form			Actions ▼
Other Document 3			Actions ▼
Director Approval Memo (If applicable)			Actions ▼

Attach required new hire documents to the hiring proposal (Hiring Matrix, Contract Offer Recommendation Form, English Proficiency Form, Background Form, Recommendation Letters, and Employment Justification, if necessary). Original transcripts from ALL degree granting institutions can be sent to Faculty Records outside of the system. The hiring forms and the contract packet checklist can be found at <http://facultyrecords.provost.txstate.edu/forms.html>.

Hiring Proposal Summary:

Faculty Hiring Proposal: First Name Last Name (F)

Current Status: Chair/Director

Position Type: Faculty

Department: St. David's School of Nursing (50011504)

Applicant: First Name Last Name

Posting: HP - Training

Created by: Marla Erbin-Rosemann

Owner: Chair/Director : Marla Erbin-Rosemann

Take Action On Rec For Hire ▾

- Keep working on this Rec for Hire

WORKFLOW ACTIONS

- Approve (move to Dean)

Summary | History | Settings | Reports

✔ Hiring Proposal [Edit](#)

On the summary page, you can review the hiring proposal.

Hiring Proposal Workflow:

To move the hiring proposal in the workflow, hover over the **Take Action On Hiring Proposal** button and choose the appropriate action. When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the **Watch List** on your home screen.

When the hiring proposal has been successfully routed you will see this:



Final steps: The Faculty Records Admin (FR Admin) will initiate the **required criminal history check** within the system after the chair and dean have approved. The applicant will reside in the state “Background Pending” until the check is complete. Once the background check is complete and all of the hiring documents are received, FR Admin will move the applicant to FR Budget.

FR Budget will review the contract packet and move to FR Contract – Under Review. The FR Admin will prepare the contract for final Provost approval. Once the contract is issued, FR Admin will move the hiring proposal to FR Contract – Issued. (Note: If the selected applicant is being hired with tenure, a letter requesting the appointment with tenure is sent from the President to the Chancellor prior to issuing the contract.)

Once the contract offer is returned signed, the applicant is moved to the state Offer Accepted/Hired. Once the position(s) is filled, the Search Committee Chair must move all applicants to an inactive state (i.e. Interviewed-Not Selected, Alternate – Not Interviewed, Applicant Not Selected – Email Once Filled). FR Admin will mark the posting as filled, once all

applicants reside in an inactive state. Marking the position as “Filled” will trigger the automatic email notification to all applicants in the state “Applicant Not Selected – Email Once Filled”.

The screenshot shows the 'Faculty Rec For Hires' web application. At the top, there is a navigation bar with links for Home, Postings, Rec for Hires, My Profile, and Help. Below this, a user profile for 'Marla Erbin-Roesen' is visible, with a dropdown menu for 'Rec for Hires' showing options for Staff, Faculty, and Postdoc. The current group is set to 'Chair/Director'. A search bar is present with a 'Search' button and a 'More Search Options' dropdown. Below the search bar, there is a section for 'Faculty Hiring Proposals' with a close button. A table titled '"Faculty Hiring Proposals" 2' is displayed, showing a list of hiring proposals with columns for checkboxes, First Name, Last Name, Hiring Proposal Number, Department, and Rec for Hire Workflow State. The table contains two rows of data.

<input type="checkbox"/>	First Name	Last Name	Hiring Proposal Number	Department	Rec for Hire Workflow State	Actions
<input type="checkbox"/>	First Name	Last Name	20170003FAC-HP	St. David's School of Nursing (50011504)	Faculty Records Admin - Background Pending	Actions
<input type="checkbox"/>	First Name	Last Name	20170004FAC-HP	St. David's School of Nursing (50011504)	Dean	Actions

Approving a hiring proposal

1. Hover over the **Rec for Hires** menu and select faculty as the position type.
2. Locate and open the hiring proposal for the applicant of interest.
3. Open the **Take Action on Hiring Proposal** menu and move it to the appropriate workflow state.
4. If required, provide an explanation for moving the applicant to this workflow state.
5. Select **Submit** to move the hiring proposal to the selected workflow state.

Printing a hiring proposal

1. Locate the hiring proposal and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's Back button to return to the main view of the hiring proposal.