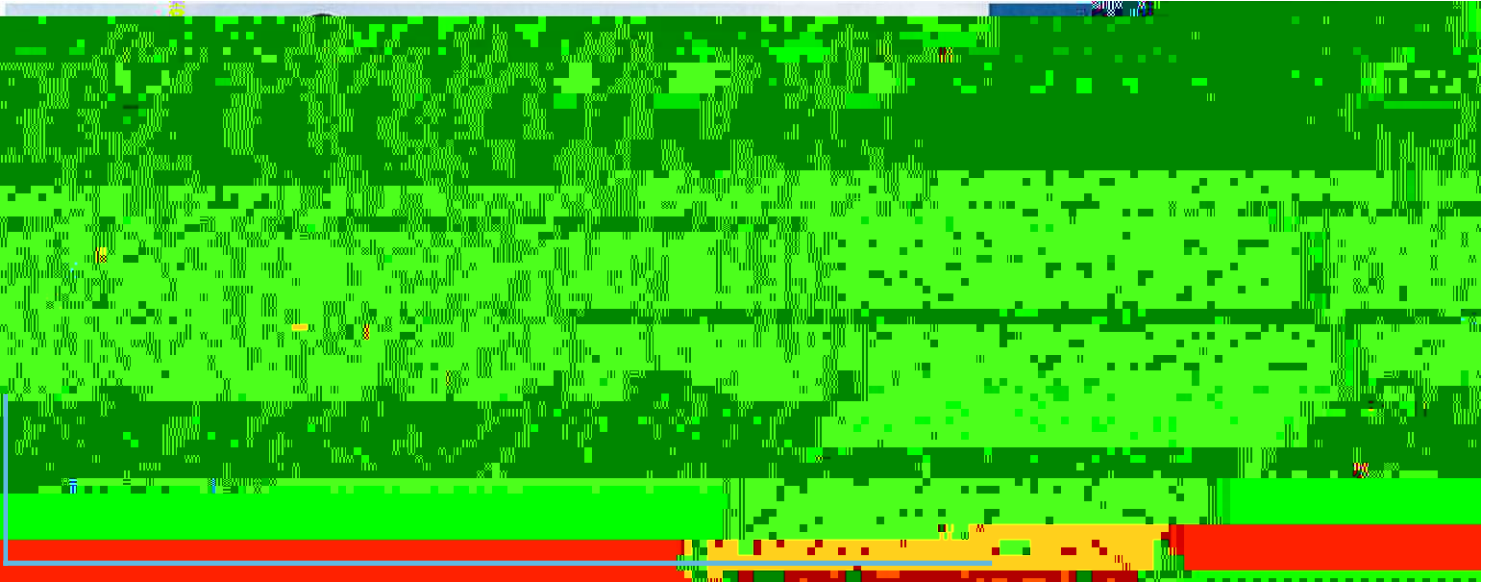




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PAPERS7 User Guide



CLASSIFIED RECRUITMENT

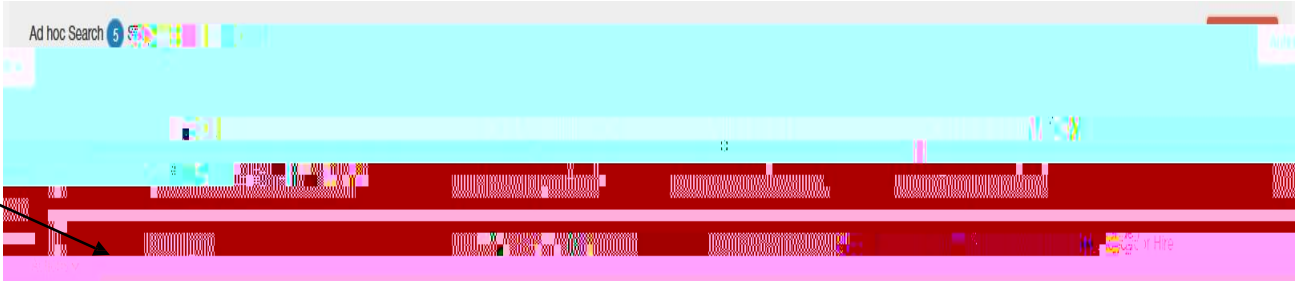
Initiating & Approving the Hiring Proposal

Department of Human Resources
September 2019

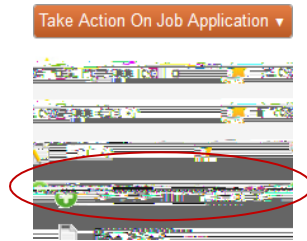


CREATING THE HIRING PROPOSAL(S):

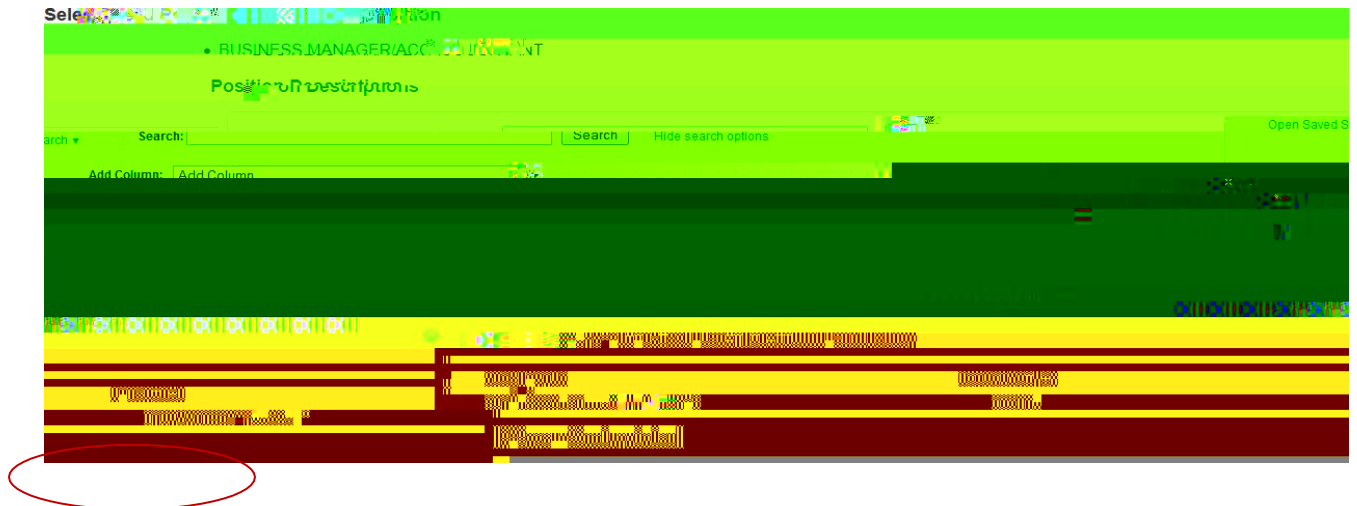
7. In the upper right-hand corner, click on the green **Take Action On Job Application** button.



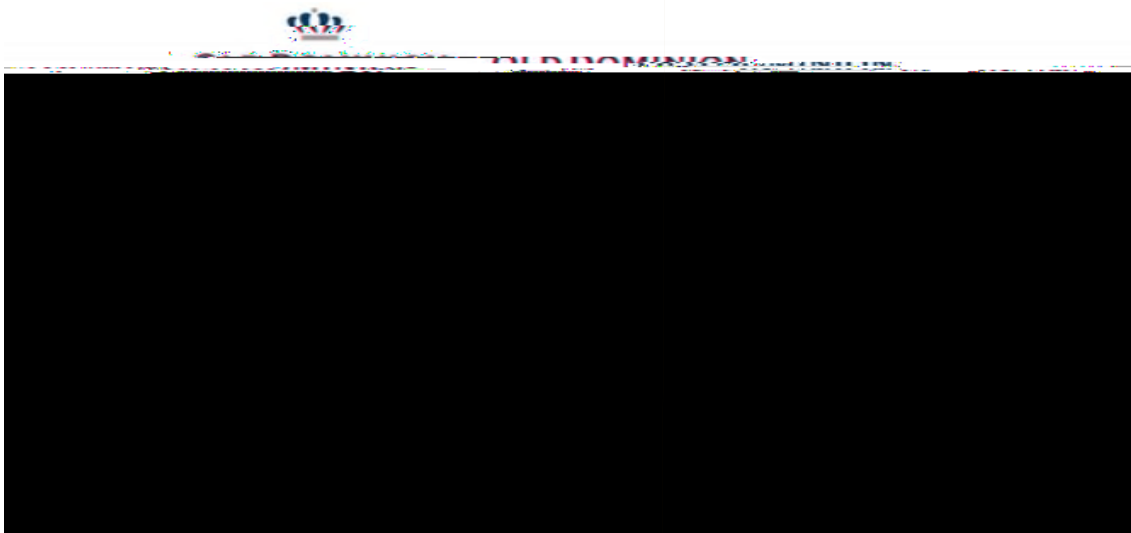
In the upper right-hand corner, click on the green **Take Action On Job Application** button.



so be certain to select the correct button next to position description, and then click on the **Select Position Description** button.



How to edit a Hiring Proposal through the Hiring Proposal workflow.



Information from the approved Position Description will default into some of the fields. In order to complete the process, the Hiring Manager will need to complete **all** other fields.

Type of Action:

The screenshot shows a web form with a dropdown menu for 'Type of Action'. The dropdown menu is currently empty, displaying 'Please select...'. A red error message 'This field is required' is visible next to the dropdown. A yellow arrow points to the dropdown menu. Other visible fields include 'Hiring Manager' and 'Starting Pay'.

As the Hiring Proposal is the electronic version of the Pay Action Form, the HM will also enter the WbX]XUHb]W ffYbhUbX/or former position, proposed salary data, effective date Zcf'bYk' d'cg]h]cb'YhWA

If the applicant is a current state employee, please complete all fields. If the applicant is not a current state employee, only complete the fields for New Hire Data.

Number	<input type="text"/>	Position Number
Role Code	<input type="text"/>	
Role Title	<input type="text"/>	
Pay Band	<input type="text"/>	
Current State	<input type="text"/>	

<input type="text"/>	Position Title	<input type="text"/>
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Drop and Select Salary Data for New Hire Data

<input type="text"/>	6 WSD Scholarship
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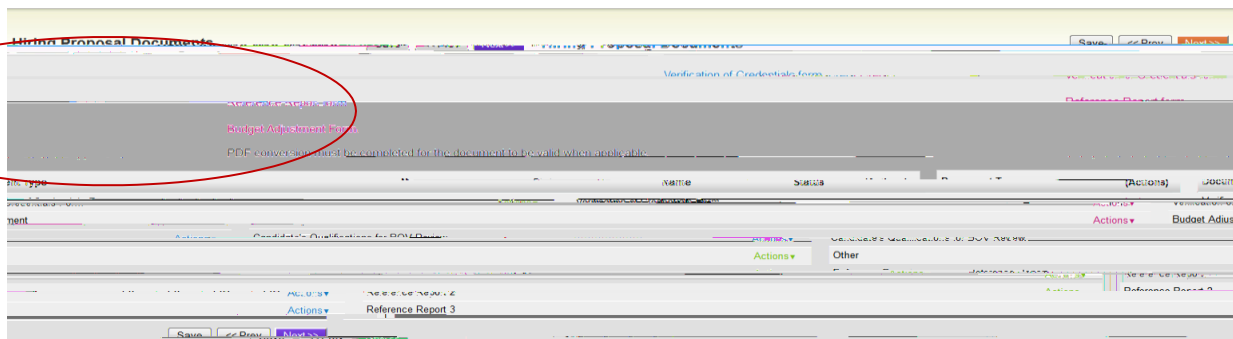
Number	01023A	Position Number
	79033	Role Code
	Trades Technician III	Role Title
Pay Band	03	

Working Title

<input type="text"/>	Trades Technician III
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WbX]XUHb]W ffYbhUbX \YfY'hYVi X[Yhk]''bYYX'hc'VY'UX'f ghYXzh'Y'< A'k]''Wta d'YhY'hY'í Budget Information É Authorization to Transfer Funds,Í Ug'k Y''Ugzh'Y'í Transfer Funds FromÍ

The next screen is where the hiring proposal documents will be uploaded. These documents include the Reference reports (2 required from current and former supervisors) etc. **Actions**



5.1 Take Action - Move to Budget Unit Director

The screenshot shows a 'Take Action' dialog box with the following elements:

- Header: (move to Budget Unit Director)
- Dropdown menu: Budget Unit Director (currently showing 'Budget Unit Director')
- Text area: Comments (optional) (currently empty)
- Text area: Review (currently empty)
- Submit button: Submit
- Cancel button: Cancel

An arrow points to the 'Submit' button.

If the HM has selected to move the Hiring Proposal to the BUD, they will receive an email notification that the Hiring Proposal is ready for review. The BUD can edit the Hiring Proposal, submit it to the HR Recruiter for initial review, or Return it to the HM.



The HR Recruiter will review the Hiring Proposal and submit it to the HR Director for review and approval. Once approved by the HR Director, the HR Recruiter will send an email to the HM to make verbal offer to candidate.

If the candidate **accepts** the verbal offer, the HM will return the email and the Hiring Proposal back to the HR Recruiter.

If the candidate **declines** the verbal offer, the HM will return the Hiring Proposal back to HR noting that the candidate has declined the offer.

The screenshot shows a dropdown menu titled 'Take Action On Hiring Proposal' with the following options:

- Keep working on this Hiring Proposal
- Workflow Actions
- Offer Accepted (move to Offer Accepted)
- Offer Declined (move to Offer Declined)

A yellow arrow with a white outline points from the right side towards the dropdown menu.

The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.