Hiring Proposals are created to connect an identified candidate to an open position needing to be filled. Once an applicant has been placed in the ‘Approved Recommend for Hire’ workflow state by OEO, a Hiring Proposal can be initiated. Creating the Hiring Proposal and sending it through the approval process will initiate the background check. All background checks must be completed or waived by HR prior to sending out a formal Offer Letter.

Hiring Proposals may only be created by an individual with Hiring Authority access.

**Important note for Hiring Authorities** - You must be listed as the Hiring Authority on both the Position Description and Posting.

Below are the steps in the initiation, background check, review and approval of the Hiring Proposal.

The steps in the following slides explain how to initiate/complete all requirements for the Hiring Proposal.
Note: Departments wishing to hire Foreign Nationals must first contact Business and Financial Services to obtain a Payroll Control Number (PCN) in order to complete the Hiring Proposal.

Contact: Business and Financial Services, Foreign Tax Office  

bfs_foreigntax@Mail.Colostate.edu

Once the PCN has been assigned, enter the number in the “Please Provide Any Background check Detail” field in the Hiring Information Section under the Hiring Proposal Tab.
1. Select ‘Applicant Tracking’ module and ‘Hiring Authority’ user group.

2. Hover over the ‘Postings’ menu: Select ‘Faculty’.

Note: If you have already started the Hiring Proposal, it can be found under the ‘Hiring Proposal’ menu.
Initiating a Hiring Proposal

1. Select the posting for which you wish to start the hiring proposal.

Note: You can search for the posting by entering the Posting Number into the main search bar.

Shortcut: You can hover your cursor over the ‘Actions’ button and select ‘View Applicants’ to be taken directly to the ‘Applicants’ tab within the posting.
Initiating a Hiring Proposal

1. Once in the posting, select the ‘Applicants’ tab.
Note: A hiring proposal may only be started and completed by **ONE** Hiring Authority. Once started, no other Hiring Authority listed in the posting will be able to edit or view the hiring proposal.

1. Once in the ‘Applicants’ tab, find the individual(s) in the workflow state ‘Approved Recommend for Hire’ and click on their first name. If you are hiring multiple people out of one posting, this process will need to be repeated for each candidate.
Initiating a Hiring Proposal

1. Once in the job application, click on the green, ‘Start AP Hiring Proposal’ button.
Initiating a Hiring Proposal

1. The position description that the posting was originally created from will automatically be selected when the hiring proposal is started.

2. When the correct position description is selected, click the 'Select Position Description' button.

Note: If you are performing multiple hires out of one posting, each candidate will need to 'be seated' into their OWN position description. Selecting the same position descriptions, or one with an individual already seated in it, will cause the system to override the current occupant and replace them with the new individual. Each employee must have their own position description and unique position number.

If the correct position description is not showing up, you may not be listed as the Hiring Authority on the approved position description. Please Contact HR to have your name added.
Note: Be sure to fill in all of the highlighted red 'required' fields on the ‘Hiring Proposal’ page. (e.g. Gender, Work Hours, Background Check)

1. In order to expedite the background check, ensure that you have selected the gender of the applicant. If the candidate decided to self disclose their gender when applying, their selection will be directly above the required ‘Hiring Proposal Specific Gender’ drop down menu. Be sure to match this. If they didn’t self disclose, use your best guess estimate and select a gender.
### Position Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Classification Code</td>
<td>007480</td>
</tr>
<tr>
<td>Salary Grade</td>
<td></td>
</tr>
<tr>
<td>Min Salary</td>
<td></td>
</tr>
<tr>
<td>Mid Salary</td>
<td></td>
</tr>
<tr>
<td>Max Salary</td>
<td></td>
</tr>
<tr>
<td>Posting Number</td>
<td>201600243F</td>
</tr>
<tr>
<td>Working Title</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Position Number</td>
<td>021939.0001</td>
</tr>
<tr>
<td>Salary Basis</td>
<td>9-month assignment</td>
</tr>
<tr>
<td>Employment Category</td>
<td>Regular</td>
</tr>
<tr>
<td>Work Hours/Week</td>
<td>40</td>
</tr>
</tbody>
</table>

**Note:** Continue to fill out the required fields.

1. Work Hours/Week will pull through from the position description. Please remove any hourly ranges.

*Work Hours/Week*

*Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.*

**Hiring Authority**: [Rogers, Emily]
Hiring Proposal Tab

1. Select ‘Yes’ or ‘No’ from the ‘Is this an Open Pool hire?’ field.

2. Select ‘Yes’ or ‘No’ from the ‘Is Background Check Required?’ field. If you are not certain, add this detail in the ‘Please Provide Any Background Check Detail’ field below.

3. When complete, click ‘Next>>’ to continue to the ‘Background Check Requirements’ tab or ‘Save’ to return to complete the Hiring Proposal at a later time.

Note: You can initially leave these fields blank. The ‘Actual Start Date’ and ‘Starting Annual Salary’ are completed after the background check is successfully returned and after the Offer Letter is negotiated and signed.

Note: If you are hiring a foreign national, please enter the Payroll Control Number (PCN) in the ‘Background Check Detail’ box from the foreign tax office. (Details on page 3.)

If you are hiring a current CSU employee, please indicate that in this field.
Background Check Requirement Tab

Note: The ‘Background Check Requirement’ tab will pull over information previously completed from the posting about additional background checks that Human Resources will initiate. No action is needed on this tab.

1. When complete, click ‘Next>>’ to continue to the ‘Hiring Proposal Documents’ tab, ‘Save’ to return to complete the Hiring Proposal at a later time, or ‘<<Prev’ to return to the previous tab.
On the 'Hiring Proposal Documents' tab, you may add documents such as budget authorization, recruitment documentation, Offer Letter, etc.

You will wait to attach the required, signed Offer Letter until AFTER the background check has been approved.

1. When complete, click ‘Next>>’ to continue to the ‘Hiring Proposal Summary’ tab, ‘Save’ to return to complete the Hiring Proposal at a later time, or ‘<< Prev’ to return to the previous tab.
Summary Tab - Move in Workflow (from Hiring Authority to Signature Authority (Dean))

Note: On the ‘Hiring Proposal Summary’ tab you may review the hiring proposal and make any edits as needed.

1. When you are finished reviewing the hiring proposal, hover over the ‘Take Action On Hiring Proposal’ button and select ‘Submit to Dean (move to Dean)’.

2. You may leave any comments or questions for the Signature Authority (Dean) in the ‘Comments’ box. Check the box ‘Add this hiring proposal to your watch list?’ if you wish can track the proposal on your home page. Click ‘Submit’.
Note: On the 'Hiring Proposal Summary' tab, the Signature Authority may review the hiring proposal and make any edits as needed.

1. When the Signature Authority is finished reviewing the hiring proposal, they will hover over the 'Take Action On Hiring Proposal' button and select 'Approved for Background Check (move to Background Check)'.

2. They may leave any comments or questions for Human Resources in the 'Comments' box. Check the box 'Add this hiring proposal to your watch list?' if they wish to track the proposal on their home page. Click 'Submit'.
Note: Once the hiring proposal has transitioned to the ‘Background Check’ workflow state, if needed HR will initiate the standard CSU background check along with any other background checks requested by the department (Motor Vehicle Record check, Education Check, etc.).

1. Once HR receives notice of a successful background check, HR will transition the posting back to the Hiring Authority by selecting ‘Approve for Make Offer/Offer Letter’ from the orange ‘Take Action on Hiring Proposal’ drop down menu.
Note: Once HR moves the hiring proposal forward to ‘Make Offer/Offer Letter’, the Hiring Authority will receive an email from the system letting them know that an ‘Action’ is required of them in the system. At this point, the Hiring Authority can enter into negotiations with the candidate and a formal Offer Letter be sent for signatures.

1. Once the Hiring Authority receives the signed Offer Letter from the candidate, they will need to finalize the hiring proposal by clicking ‘Edit’.
Hiring Information (revisited by Hiring Authority)

1. Scroll down to the bottom of the page to find the ‘Hiring Information’ section. Add the candidate’s negotiated ‘Actual Start Date’ and ‘Starting Annual Salary’.

Note: These fields MUST match what is stated in the Offer Letter. Be sure to enter in the ‘Starting Annual Salary’ as NUMERIC values only. (No special characters i.e. commas, dollar signs, letters, etc.).

Due to the TMS integration with Oracle, start dates for new appointments/hires must be dated within the month of hire/change, or a future date. Please update the hiring proposal and Offer Letter to reflect the current or future date for this newly appointed individual. If there is a unique circumstance related to the start date for this new appointment/hire, please contact the Records unit in Human Resources at HR_Records@colostate.edu.

2. When you are finished, click ‘Save’.

Hiring Information

<table>
<thead>
<tr>
<th>Hiring Proposal Number</th>
<th>201700071HPF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Start Date</td>
<td>06/21/2017</td>
</tr>
<tr>
<td>Starting Annual Salary</td>
<td>98500</td>
</tr>
</tbody>
</table>

* Is a salary adjustment requested? No
* Is this an Open Pool hire? No
* Is Background Check Required? Yes

Please Provide Any Background Check Detail: CBC, SOR, SAM/3.22.17, mj

Approved Hiree Faculty Rank Detail: Assistant Faculty

Save  Next >>
Note: If you are hiring an instructor to teach a class who will be working less than 40 hours a week, and will be paid a course fee, their part-time status will need to be reflected in the Work Hours/Week field.

Please use this FTE Calculator to help determine what to enter into the ‘Work Hours/Week’ field: [http://oeo.colostate.edu/tms-resources](http://oeo.colostate.edu/tms-resources)

1. When you are finished, click ‘Save’.
Uploading *Signed* Offer Letter

1. To upload the signed Offer Letter, hover over ‘Actions’ and select ‘Upload New’.
Uploading *Signed* Offer Letter

1. Click on 'Choose File'.
2. Select the file and click 'Open'.
3. Click 'Submit'.
Uploading *Signed Offer Letter*

1. Once the signed Offer Letter and other documents are uploaded, you may click 'Next' to advance to the 'Hiring Proposal Summary' tab.

Note: A system banner across the top of the page will let you know that the document 'Signed Offer Letter' was successfully uploaded.

Note: All uploaded documents will be converted to PDF's by the system.

Note: TMS may be used as a 'filing' resource for all documents used in a search. Recruitment documents, committee notes, and other search documents may be uploaded and stored within the system.
Sending Request to OEO for Final Review and Approval

1. After you have sufficiently reviewed the hiring proposal, hover over the ‘Take Action on Hiring Proposal’ button and select ‘Move to OEO Final Approval…’

2. Add any relevant comments for OEO. Uncheck the checkbox if you wish to remove it from your watch list, then click on ‘Submit’.
Note: OEO will review the hiring proposal. Once it’s approved, OEO will move the hiring proposal into ‘Hired’.
Note: Once OEO has placed the hiring proposal into the workflow state ‘Hired’, the Hiring Authority will be able to see the update reflected on the hiring proposal. Notice how the candidate’s workflow state updates to ‘Hired’ as well.
Hello Emily Rogers

As the Hiring Authority for the Assistant Professor position (posting #: 201600243F), you are being notified that the applicant, Tiezheng [redacted] has been placed in the status of “Hired.”

At this point in the workflow, no further action is required in the Talent Management System.

Applicant Name: Tiezheng [redacted]
Posting #: 201600243F
Job Title: Assistant Professor
Classification Code:
Position.Version #: 021939.0001
Department: Civil and Environmental Engineering

Thank you,

Office of Equal Opportunity

Note: Once the applicant has been transitioned to a ‘Hired’ status, the Hiring Authority will receive an email notification from the system.

For new appointments, you will need to go into Oracle to finalize the hire.
Applicant Hired E-mail Notification to the Applicant Manager

Hello Stephanie

As the Applicant Manager for posting Assistant Professor, posting number 201600243F, you are being notified that the applicant, Tiezheng [redacted] has been placed in the status of Hired. At this point in the workflow, you will need to notify all applicants that the position has been filled and they were not selected.

For help with creating mass, personalized emails that can be sent out to all unsuccessful applicants, please view our guide on How to Create a Mail Merge from an Applicant Spreadsheet located here.

Applicant Name: Tiezheng [redacted]
Posting #: 201600243F
Job Title: Assistant Professor
Department: Civil and Environmental Engineering

Thank you,
Office of Equal Opportunity

Note: The Applicant Manager will also receive an email from the system telling them that the candidate has been hired. At this point, the Applicant Manager should reach out to all unsuccessful applicants letting them know that the position has been filled.

For help with creating mass, personalized emails that can be sent out using an applicant spreadsheet, please view our guide on creating a mail merge located: http://oeo.colostate.edu/Data/Sites/1/tms-pdf-guides/csucreate-a-mail-merge.pdf
Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

www.oeo.colostate.edu/talent-management-system-tms

For additional help, contact the Office of Equal Opportunity at:
(970) 491-5836
or
Fill out a TMS Help Form