How to Initiate and Complete the Hiring Proposal
Initiate and Complete a Hiring Proposal

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.

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.
Initiating a Hiring Proposal

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select Hiring Authority from the User Group drop-down menu.
1. Click on Postings from the menu across the top then select Faculty from the drop-down menu.
## Initiating a Hiring Proposal

### Step 1: Locate the Posting

1. Locate the posting for which you wish to start the hiring proposal and click on the Working Title.

### Shortcut:

- Hover over Actions and select View Applicants to be taken directly to the Applicants tab within the posting.

### Note:

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

### Example Posting:

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Posting Number</th>
<th>Position Number</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>201900088F</td>
<td>011128.0001</td>
<td>College of TMS Training (0000)</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Closed:** July 08, 2019 at 02:01 PM
1. If you clicked on the Working Title, you will be taken to the Summary tab of the posting. Click on the Applicants tab.
1. From the Applicants tab, locate the individual(s) in the workflow state 'Approved Recommend for Hire' and click on their first name.

Note: If you are hiring multiple individuals 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 Start AP Hiring Proposal button in the top-right corner.

**NOTE** If the search was run as either an ‘Assistant/Associate Professor’ or ‘Associate/Full Professor’, please ensure that the position description used to create the posting has been modified to match the exact level of the incumbent before starting the Hiring Proposal. If you try to seat an Associate Professor into an Assistant level position description, the Hiring Proposal will need to be canceled and the position will need to be modified.
Connecting the Hiring Proposal to Position Description

Note: On this page, you will ‘link’ the candidate to the vacant position description. This will ‘seat’ them in the position once the process has been finalized.

1. The position description that was used to create the posting will automatically be selected from the list below. Confirm that the correct position is selected, then click one of the Select Position Description buttons to create the hiring proposal.

Note: 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 to the position description.

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 description, 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 approved position description and unique position number.

To select the correct position description for your second hire, click on More Search Options and search for the second position by entering its position number into the Position Number field. When it appears in the list below, click on the radio button next to the position and click Select Position Description.
Note: Be sure to fill in all the required fields on the Hiring Proposal page. (i.e. Sex, Work State, Work Hours, Background Check etc.)

Note: CSU is required to select and report in aggregate, the sex of all hires made at the University as part of our obligation as a federal contractor. The binary selection of Male and Female is defined by the federal government and is required for our reporting.

1. Ensure that you select the sex of the candidate. If the candidate decided to self disclose their sex when applying, their selection will be directly above the required Hiring Proposal Specific Sex drop-down menu. Be sure to match this. If they didn’t self disclose, use your best guess estimate and select a sex.
Note: If the hired individual will be working for CSU outside of Colorado, the following fields are required. If they will be working within Colorado, select No in the top field then skip the rest of the section.

1. Select either Yes or No from the Will the individual in this position be working for CSU outside of Colorado drop-down field.

2. If Yes is selected from the top field, enter the address from where the individual will be working.

3. If Yes is selected from the top field, enter the name of the city from which the individual will be working.

4. If Yes is selected from the top field, in the Work State drop-down field, select the state where the employee will reside while working at CSU.

5. If Yes is selected from the top field, enter the work state zip code.
1. Work Hours/Week will pull through from the position description. Please remove any ranges and only include the actual hours to be worked per-week.

Note: If you are hiring a non-tenure-track position, please ensure that the appropriate NTT Faculty Appt Type is selected from this drop-down menu. The selection from this drop-down menu should correspond with the positions Employment Category as shown below.

Temporary → Adjunct
Special → Contract or Continuing

For **Tenure-Track** positions with an Employment Category of ‘Regular’, the NTT Faculty Appt Type drop-down should be left blank.
1. Select Yes or No from the Is this an Open Pool hire? drop-down. Only select Yes if this hire is being made out of a Secondary Open Pool Posting.

2. Select Yes or No from the Is this hiring request for a current employee? drop-down. Select Yes if this hiring proposal is associated with a current CSU employee.

3. Select Yes or No from the Is Background Check Required? drop-down. If you are not certain if one is required, add this detail in the field below.

4. When complete, click Save & Continue to move to the Background Check Requirements page.

Note: You can initially leave these fields blank. The Actual Start Date, Starting Annual Salary and Signing Bonus fields 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, the offered salary MUST be within the advertised salary range for visa purposes.

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 if they have had a break in service in this field.

Note: If you ran a search for two different faculty ranks i.e. Associate or Assistant Professor, please enter the actual rank of your selected candidate in the above field.

Note: If you are hiring a foreign national, the offered salary MUST be within the advertised salary range for visa purposes.
Note: The selections on Background Check Requirement page will pull over from the position description. If you need to make any changes, please do so here before moving the hiring proposal forward to HR Background checks.

1. When ready, click Next.
On the Hiring Proposal Documents page, you may add documents such as budget authorization, recruitment documentation, Offer Letter, etc.

Please wait to attach the required, signed Offer Letter until AFTER the background check has been approved. An offer letter should not be sent to the proposed hire until after the individual has successfully passed a background check.

1. When ready, click Next to be taken to the Summary page.
Note: On the Hiring Proposal Summary page, review the hiring proposal and make any edits as needed.

1. When you are ready to move the hiring proposal forward to the Dean (Signature Authority), hover over the Take Action On Hiring Proposal button and select Submit to Dean (move to Dean).

2. In the pop-up box you may add any comments the Dean in the optional Comments box. When ready, click Submit.
Move in Workflow (Signature Authority → HR Background Check)

Note: On the Hiring Proposal Summary page, the Signature Authority may review the hiring proposal and make any edits as needed.

1. When the Signature Authority is ready to move the hiring proposal forward to HR Background Check, they will hover over the Take Action On Hiring Proposal button and select Approve for Background Check (move to Background Check).

2. In the pop-up box, they may add any comments for HR in the optional Comments box. When ready, they will click Submit.
Hello Hiring Authority,

The hiring proposal for Harry Potter has been placed in the status of ‘Make Offer/Offer Letter’ and is ready for your review/approval.

Comment from previous workflow state:

Please follow this direct link to review/approve the hiring proposal: http://colostate-sb.peopleadmin.com/hr/actions/22014

**Be sure you are logged in under the correct user group so that the direct link will work**

Hiring Proposal Number: 201900086HPF
Department: College of TMS Training
Posting Working Title: Assistant Professor
Position #: 011128.0001
Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

Note: Once the background check is complete and Human Resources has moved the hiring proposal forward to the ‘Make Offer/Offer Letter’ workflow state, the Hiring Authority will receive an email from the system. At this point, the Hiring Authority may enter into negotiations with the candidate to determine the starting annual salary and actual start date.

Once negotiations are complete and the candidate has returned their signed offer letter, the Hiring Authority will need to log back into the TMS to complete the hiring proposal.

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu
Completing the Hiring Proposal

1. Log back into the TMS and select Hiring Authority from the User Group drop-down menu.

2. Hover over Hiring Proposals from the top menu and select Faculty.

Shortcut: From your Inbox on the homepage, select the Hiring Proposal tab across the top. Once selected, click on the working title of the position you are hiring for. This will take you directly to the hiring proposal.
1. If you clicked on Faculty from the Hiring Proposal drop-down menu, you will be taken to this page. Locate the correct hiring proposal and click on the candidate’s first name.
Completing the Hiring Proposal

1. Once in the hiring proposal, click Edit.
Hiring Information (revisited by Hiring Authority)

Note: These fields MUST match what is stated in the Offer Letter. Ensure you enter in the Starting Annual Salary as NUMERIC values only. (No commas, special characters i.e., 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.

1. Scroll down to the bottom of the page to the Hiring Information section. Enter the candidate’s negotiated Actual Start Date, Starting Annual Salary, and Signing Bonus (if one was offered/negotiated).

**NOTE**
A posting must have contained language related to a potential signing bonus if you wish to offer one to your selected candidate. Any signing bonus above $2,500 must receive prior approval.

2. When ready click Save.
Hiring Information for **Part-Time** positions (revisited by Hiring Authority)

Note: If you are hiring an instructor 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. The full time equivalent salary will need to be entered into the Starting Annual Salary 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. Once saved, the system will take you back to the top of the page. Select Hiring Proposal Documents from the left side menu.
1. To upload the signed Offer Letter, hover over Actions and select Upload New.
Uploading the *Signed* Offer Letter

1. Click Choose File.
   - Note: Depending on your web browser, this button may be labeled differently.

2. Locate the signed offer letter on your computer then click Open.

3. Click Submit.
1. When ready, click Next.

Note: The system converts all uploaded documents into PDFs.

Note: The hiring proposal may be used as a ‘filing’ resource for all documents used in a search. Recruitment documents, committee notes, and other search documents may all be combined into a single PDF document and uploaded into the system as an alternate to keeping them in a secure location in the department or on a password/user protected shared drive for three years, as required by the CSU search process.

Note: A system banner across the top of the page will let you know that the upload was successful.
1. After you have filled in the Starting Annual Salary field, Actual Start Date field and have uploaded the signed offer letter and are ready to move the hiring proposal forward to HR Records for final review, hover over the Take Action On Hiring Proposal button and select Move to HR Final Approval.

2. If you want, add any relevant comments for HR, then click Submit.
Hello Test User

As the Hiring Authority for the Assistant Professor position (posting #: 201900088F), you are being notified that the applicant, Harry Potter, has been placed in the status of Hired.

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

Note: 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 here: [https://oeo.colostate.edu/media/sites/160/2017/05/CSU-Create-a-Mail-Merge.pdf](https://oeo.colostate.edu/media/sites/160/2017/05/CSU-Create-a-Mail-Merge.pdf)

Note: Once the hiring proposal has been approved and the applicant has been transitioned into the Hired workflow state, the Hiring Authority will receive an email notification from the system. Please note, for new appointments, you will need to go into Oracle to finalize the hire.

Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

If you have an issue or questions please see our training website at [http://oeo.colostate.edu/talent-management-system-tms](http://oeo.colostate.edu/talent-management-system-tms) or email OEO at oeo@colostate.edu.

FOR HR USE: Is a salary adjustment requested? No
Applicant Hired

Note: Once a hiring proposal has been completed, the system will automatically move the candidate into the applicant workflow state ‘Hired’ and the posting will automatically transition into the workflow state ‘Filled’.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Posting Number</th>
<th>Workflow State</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry</td>
<td>Potter</td>
<td>20190008BF</td>
<td>Hired</td>
<td>May 21, 2019 at 04:15 PM</td>
</tr>
</tbody>
</table>
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

email OEO at oeo@colostate.edu