How to Initiate a Hiring Proposal for Pool Postings

PeopleAdmin User Guide

The purpose of this guide is to provide instructions on how to initiate a hiring proposal in PeopleAdmin for pool postings.

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7.2023

Pool Search Process

Pool applications should be reviewed based on department need. Hiring/replacement of any personnel using temporary funds is managed through the Office of the Provost. If the need is identified, department should review pool applicants and conduct interviews. After the conclusion of interviews, if applicant is determined acceptable for hire, the department should proceed with an offer. Once an offer is accepted, the department will be responsible for moving the candidate to 'Recommended for Hire' and initiating the hiring proposal.

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Using the Supplemental Questions to Find Applicants

Supplemental Questions

Supplemental Questions allow departments/schools to easily determine if an applicant is qualified for the position.

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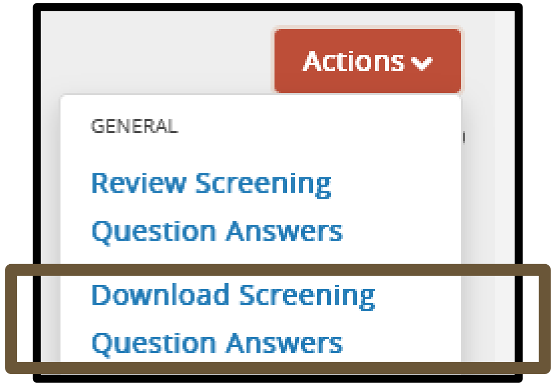
How to access answers:

A spreadsheet detailing answers to Supplemental Questions can be accessed on the applicant review screen.

To generate a spreadsheet with answers to the Supplemental Questions, hover over the **Actions** button on the right and choose the **“Download Screening Question Answers”** action.



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The Spreadsheet:

Once generated – the spreadsheet will show the answers to the Supplemental Questions along with their name and if they meet qualifications.

First Name	Last Name	Username	Special Handling	Question 1. Please indicate the specific program area(s) for which you wish to be considered:	Question 2. How many years of teaching experience do you have at the university level?	Question 3. Describe your prior teaching experience (if any) including experience teaching classes that are delivered face-to-face, online, or remotely. Include a list of all classes taught.	Question 4. Which semester(s) do you wish to be considered for? Fall, Spring, Summer or Combination?	Question 5. What is your schedule availability? Days/Nights; Days of the Week; Location (e.g., San Marcos, Round Rock, online courses, etc.)

Question 6. Are you currently eligible to work in the United States of America?	Question 7. Do you now or in the future will you require visa sponsorship to continue working in the United States of America?	Question 8. How did you hear about this employment opportunity?	Question 9. Please Specify: (enter "NA" if not applicable)	Question 10. Official transcripts are required for all degrees that provide evidence of a faculty member's credentials and qualifications. Foreign/International transcripts for all degrees must undergo a credentialing evaluation for U.S. equivalency by an organization that is a member of the National Association of Credential Evaluation Services (NACES). If selected for hire, I will provide official transcripts and/or evaluations for all degrees earned.	Overall Score	Is Disqualified?

*This is a display version of the spreadsheet. While the actual spreadsheet contains similar information, the images have been edited for training purposes.

Recommending for Hire

Recommend for Hire

The Search Committee Chair is responsible for changing the workflow states of applicants and marking the chosen candidate as recommended for hire. An applicant must be marked **"recommend for hire"** by the Search Committee Chair for a hiring proposal to be initiated. The search committee chair will have to move the applicant to the **"interview pending"** workflow state before the option to move them to **"recommend for hire"** is shown.

Note: If a postdoctoral applicant that is a foreign national is selected for hire, an Export Control must be completed before they can be moved to **Recommend for Hire**.

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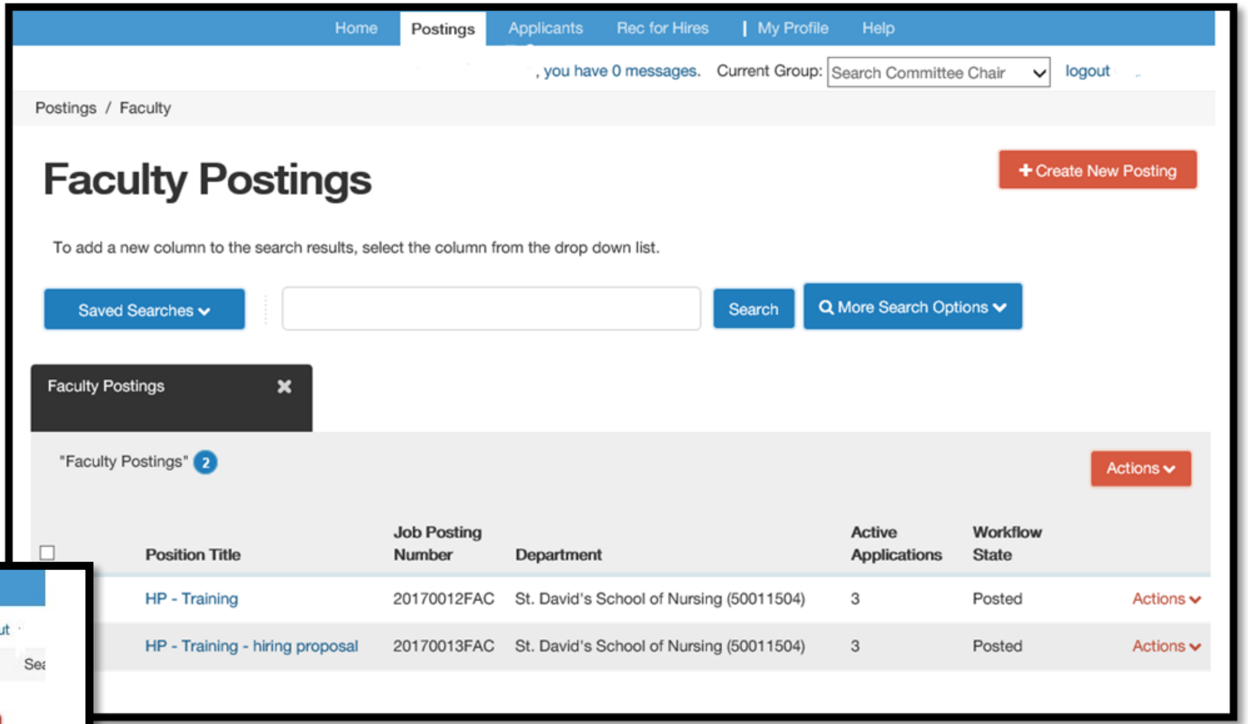
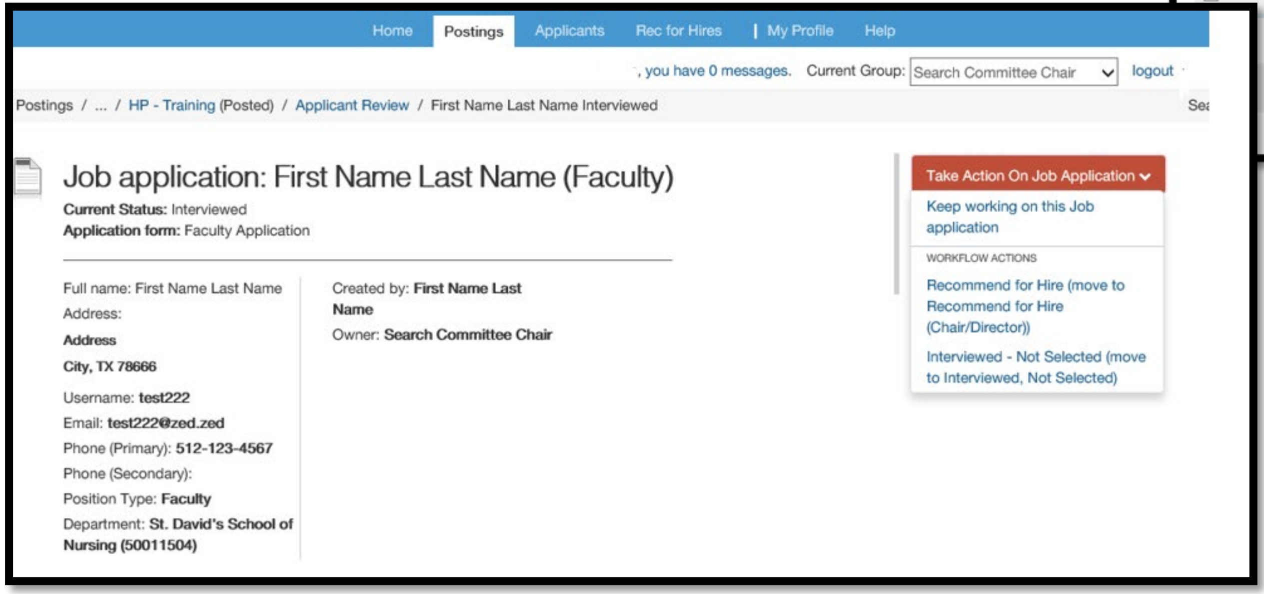
Step 1. Hover over the Postings tab and select Tenure Line Faculty or Nontenure Line Faculty from the menu. This takes you to the Tenure/Nontenure Line Faculty Postings list screen where you can create new postings or manage existing postings. Locate the posting and open it to the Applicants tab.

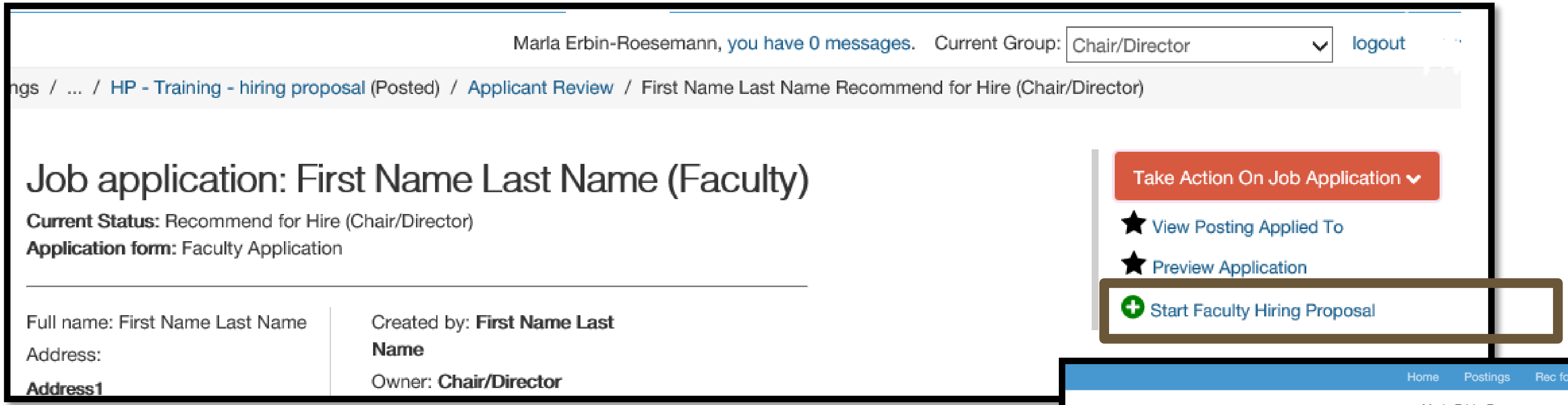


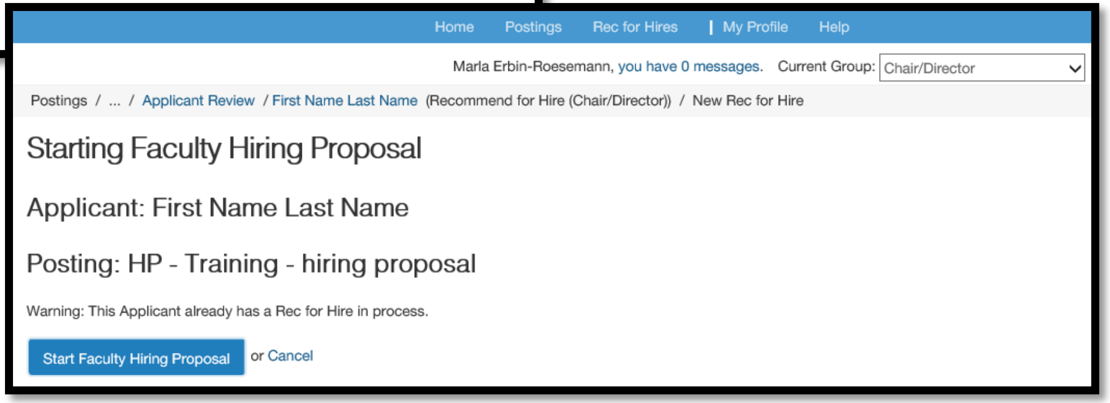


To move the applicant along in the workflow, hover over the **Take Action on Job Application** button and choose the appropriate action. To recommend a candidate for hire, the Search Committee Chair will update the selected candidate's workflow state to **Interview Pending** then **Recommend for Hire**.

Initiating Hiring Proposals

Step 1. 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.



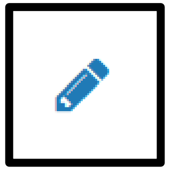


The Chair/Director may begin informal negotiations with the Dean and Associate Provost approval. Salary, startup packages, and related issues for the selected candidate should take place by the Chair/Director prior to submitting the hiring proposal.

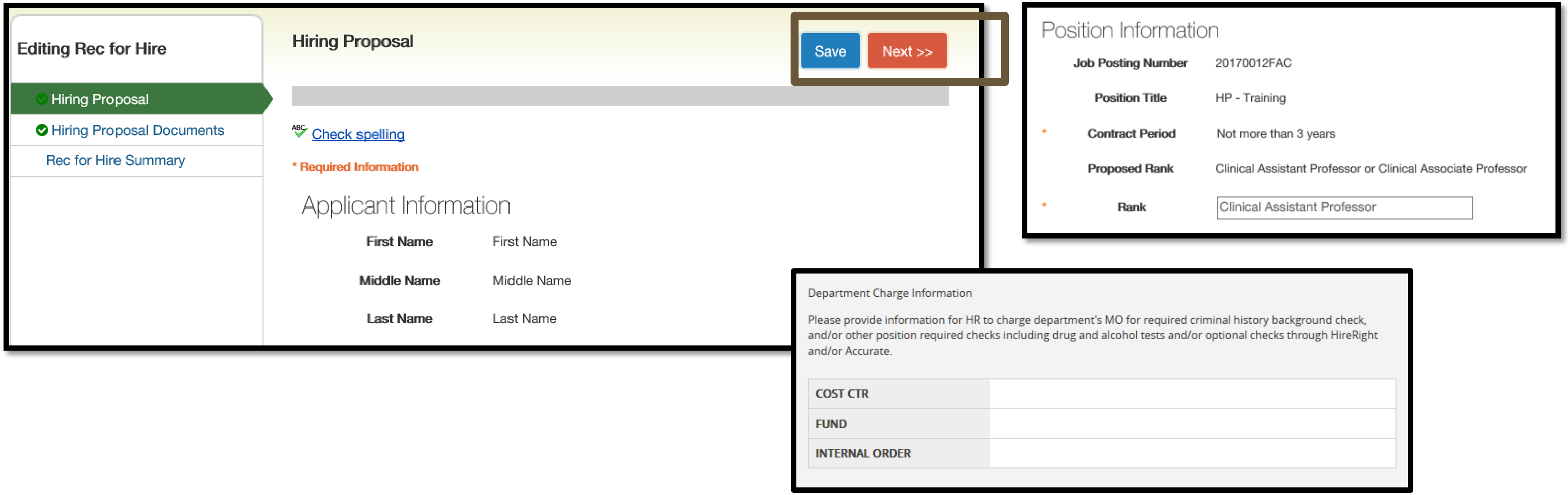
Once the negotiations are complete, the Chair/Director opens the candidate's applicant record and clicks the link to Start Hiring Proposal.

Once the proposal has been started, the Chair/Director can access the hiring proposal through the Rec for Hires tab.

The Chair/Director can continue working on the proposal by either by clicking on the **blue pencil** or hovering over the **Take Action On Rec For Hire** button on the top right.



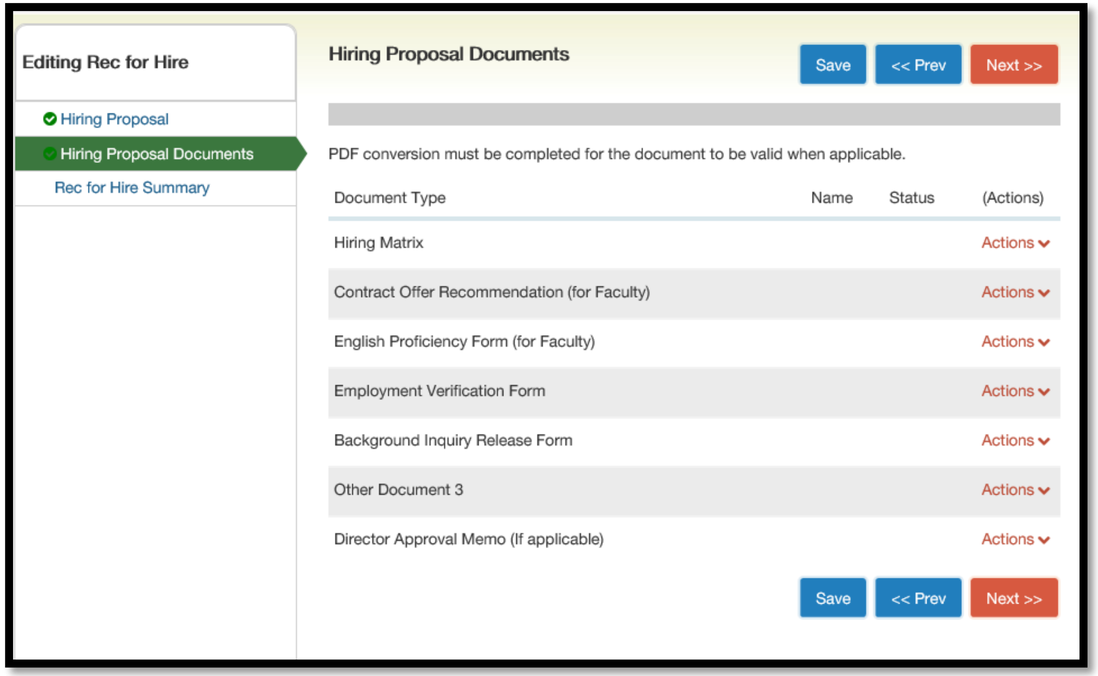
Step 2. Fill out the necessary fields. Some applicant and position information should auto-fill and is not editable within the Hiring Proposal. If a Hiring Proposal already exists for this applicant, you will receive the following warning: This Applicant already has a Hiring Proposal in process.



On this page, departments are asked to provide information for HR to charge department's MO for required criminal history background check, and/or other position required checks including drug and alcohol tests and/or optional checks through HireRight and/or Accurate. Salary and start date fields must also be filled. 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.

If you receive an error notification at this stage, please contact Talent Acquisition for assistance at **512.245.2557 or** talent@txstate.edu.

Step 3. Attach required new hire documents to the hiring proposal. The Contracting Form, English Proficiency Form, two recommendation letters, Faculty Start-Up (if applicable), Moving Allowance (if applicable), and appropriate PeopleAdmin - Faculty Packet Checklist noting all documents have been collected and uploaded are required for new faculty. Original transcripts from ALL degree granting institutions can be sent to Faculty and Academic Resources outside of the system. Please note that the transcripts have been requested on the form. The hiring forms and the contract packet checklist can be found at http://facultyrecords.provost.txstate.edu/forms.html.



To upload a document, hover over the action button to the right of the document name and then click "upload new."

Hiring Proposal Summary:

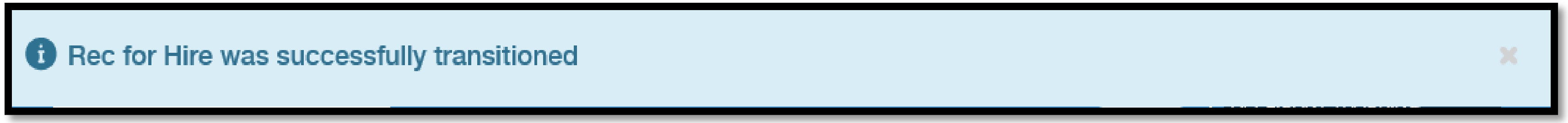
On the summary page, you can review the hiring proposal.

Step 4.

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:



If you receive an error notification at this stage, please contact Talent Acquisition for assistance at **512.245.2557 or** **talent@txstate.edu**.

Final Steps:

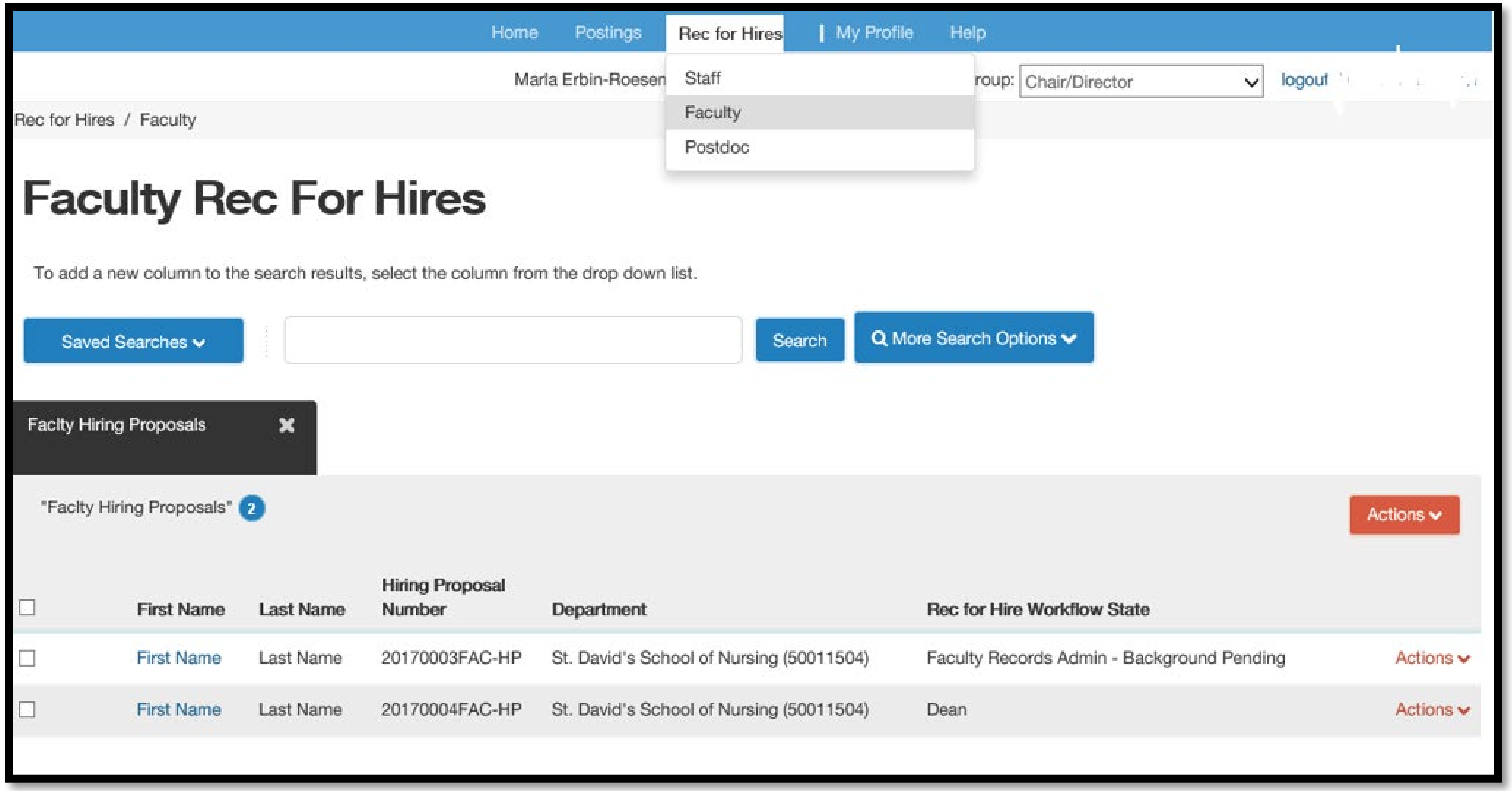
Talent Acquisition will initiate the required criminal history check within the system after the chair and dean have approved. The applicant will reside in the state “Pre-employment screening pending” until the check is complete. Once the background check is complete and all of the hiring documents are received, Talent Acquisition review the Hiring Proposal will move the applicant to FR Budget once approved.

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**.

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.

For assistance with PeopleAdmin, please contact Talent Acquisition at 512.245.2557 or talent@txstate.edu.

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