Hiring Proposal / Link Candidate to Position Description Guide

For Staff and Faculty Positions

January 2013

The purpose of this feature is to attach the name of the hired individual to the job description associated with their new position. It is completed by the Hiring Manager after the selected candidate is moved to the status of Hired.

1. After the selected individual has been moved to the status of Hired, view their application by selecting their name from the list of applicants for this posting.

2. When the application opens, select Start Link Candidate to Position Description from the list directly below Take Action On Job Application.

3. For a posting that was created in the old 5.8 PeopleAdmin System, you will need to select the correct position description from the list that appears. Turn on the radio button on the left side of the desired position description. Then scroll to the bottom of the page and Select Position Description.

   For a posting that was created from a job description in the new PeopleAdmin 7 System, the correct job description will appear for attachment. Select and move forward.

4. At the next screen - Hiring Proposal Summary the hired individual’s name, position title, and position number will appear. Select Next >>

5. At the Link Candidate to Position Description: name screen, go to Take Action On Hiring Proposal and select Link Candidate to Position.
6. This **Take Action** screen will then appear. Select **Submit**.

Suggest you always “unclick” **Add this hiring proposal to your watch list?** This action happens immediately upon submission. There is no future action to watch for.

7. Your action is successful when the following appears at the top of the page: