

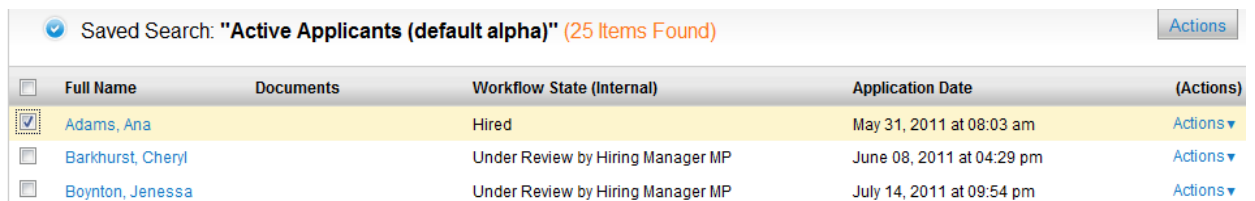
Hiring Proposal / Link Candidate to Position Description Guide

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.



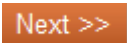
<input type="checkbox"/>	Full Name	Documents	Workflow State (Internal)	Application Date	(Actions)
<input checked="" type="checkbox"/>	Adams, Ana		Hired	May 31, 2011 at 08:03 am	Actions ▾
<input type="checkbox"/>	Barkhurst, Cheryl		Under Review by Hiring Manager MP	June 08, 2011 at 04:29 pm	Actions ▾
<input type="checkbox"/>	Boynton, Jenessa		Under Review by Hiring Manager MP	July 14, 2011 at 09:54 pm	Actions ▾

2. When the application opens, select  [Start Link Candidate to Position Description](#) from the list directly below 

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



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 

5. At the **Link Candidate to Position Description: name** screen, go to



and select [Link Candidate to Position](#)



6. This **Take Action** screen will then appear. Select **Submit**.

A screenshot of a "Take Action" dialog box. The title bar says "Take Action" with a close button (X). The main heading is "Link Candidate to Position (move to Candidate Linked to Position)". Below this is a text area labeled "Comments (optional)". At the bottom, there is a checkbox labeled "Add this hiring proposal to your watch list?". At the very bottom are two buttons: "Submit" and "Cancel".

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:

