

PeopleAdmin: Recommending a Candidate for Hire

After the interviews are completed, and the committee is ready to extend an offer, open the candidate's profile from the posting. Then, click "Recommend to Hire".

The screenshot displays the PeopleAdmin interface for a candidate profile. The top navigation bar includes 'Inbox', 'Watch List', 'PeopleAdmin', and 'ADMIN'. The breadcrumb trail shows 'Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Interview Approved'. The candidate's name is 'Laura Syfrett (Faculty/Staff)' with a 'Current Status' of 'Interview Approved' and 'Application form' of 'Application'. Personal details include: Full name: Laura Syfrett, Address: 2830 Harrison Ave, Unit B, Panama City, FL 32405, Username: lsyfrett, Email: lsr310@yahoo.com, Position Type: Faculty/Staff, Department: Business Affairs. The 'Take Action On Job Application' dropdown menu is open, showing options like 'Keep working on this Job application', 'Select (move to Secondary Interview/Further Review)', and 'Recommend to Hire (move to Recommend for Hire)'. The 'Recommend to Hire' option is circled in red. Below the profile, there are tabs for 'Summary', 'History', and 'Reports', and a 'Personal Information' section with an 'Edit' link.

Then, click “Start ATS Hiring Proposal”. A series of questions will populate regarding the candidate.

The screenshot shows a web interface for reviewing a job application. At the top, there is a navigation bar with links: Home, General Setup, Assessment Factors, Data Management, Users, My Profile, and Help. Below this, a user notification reads "Laura Syfrett, you have 0 messages." and a dropdown menu shows "Human Resources". A breadcrumb trail indicates the current page: "Postings / ... / Business Affairs Test 3 (Posted - External Access) / Applicant Review / Laura Syfrett Recommend for Hire".

The main content area is titled "Job application: Laura Syfrett (Faculty/Staff)". It shows the "Current Status" as "Recommend for Hire" and the "Application form" as "Application". A sidebar on the right, titled "Take Action On Job Application", contains several options: "View Posting Applied To", "Preview Application", "Edit Application", "Start ATS Hiring Proposal" (highlighted with a green border and a plus icon), and "Reactivate". A red arrow points from the text above to this "Start ATS Hiring Proposal" button.

Below the sidebar, the candidate's details are listed:

- Full name: Laura Syfrett
- Address: 2830 Harrison Ave, Unit B, Panama City, FL 32405
- Username: lsyfrett
- Email: lsr310@yahoo.com
- Phone (Primary):
- Phone (Secondary):
- Position Type: Faculty/Staff
- Department: Business Affairs

Created by: Laura Syfrett
Owner: Committee Chair

At the bottom, there are tabs for "Summary", "History", and "Reports". The "Summary" tab is active, showing a "Personal Information" section with an "Edit" link. Below this is a "Contact Information" section with a table:

First Name	Laura
Middle Name	

A "NEW FEATURES" badge with a "0" notification is visible in the bottom right corner.

To complete the "Hiring Proposal", you will be prompted to complete information regarding position and candidate specifics.

Inbox | PeopleAdmin
Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | My Profile | Help

Laura Syfrett, you have 0 messages. | Human Resources | logout

Position Requests / ... / ATS Hiring Proposal / / Edit

Editing Hiring Proposal

- Hiring Proposal
- ✓ Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal [Save] [Next >>]

[Check spelling](#)

*** Required Information**

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave
Address2	Unit B
City	Panama City
State	FL
Zip Code	32405

Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate

This field is required.

Actual Starting Salary

Actual Start Date

Is Background Check Required?

This field is required.

Please Provide Any Background Check Detail

Orientation Date

Save

Next >>

Remember to save each screen as it is completed.

Budget information is inserted here:

The screenshot shows the PeopleAdmin interface for editing a hiring proposal. The top navigation bar includes 'Inbox', 'Watch List', 'PeopleAdmin', and 'APPLICANT TRACKING'. The main navigation bar has 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user notification for 'Laura Syfrett' and a 'Human Resources' dropdown are visible. The breadcrumb trail is 'Position Requests / ... / ATS Hiring Proposal / / Edit'.

The left sidebar is titled 'Editing Hiring Proposal' and contains three items: 'Hiring Proposal', 'Hiring Proposal Documents' (highlighted), and 'Hiring Proposal Summary'.

The main content area is titled 'Hiring Proposal Documents' and features 'Save', '<< Prev', and 'Next >>' buttons. A note states: 'PDF conversion must be completed for the document to be valid when applicable.'

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			Actions Upload New Create New Choose Existing

Below the table are 'Save' and '<< Prev' buttons.

The candidate's workflow status then reflects the recommendation.

Postings / Faculty/Staff / Business Affairs Test 3 (Posted - External Access) / Applicant Review

Posting: Business Affairs Test 3 (Faculty/Staff) [Edit](#)
Current Status: Posted - External Access

Position Type: **Faculty/Staff** | Created by: **Laura Syfrett**
Department: **Business Affairs** | Owner: **Human Resources**

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- + Create Posting Template from this Posting

[f](#) [t](#) [in](#)

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▼ **Search** **More Search Options**

All Applicants ✕

"All Applicants" 1 ✕ Delete this search? Selected records 1 ✕ Clear selection? **Actions** ▼

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	Syfrett	Laura		AS26P	Recommend for Hire	February 09, 2018 at 10:07 AM	Actions ▼

A summary page will appear. Review for accuracy and then submit to VP for approval.

The screenshot displays the PeopleAdmin interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user notification for 'Laura Syfrett' is visible. The breadcrumb trail shows 'Faculty/Staff / ... / Laura Syfrett (Recommend for Hire) / ATS Hiring Proposal' with the 'Summary' tab highlighted. The main content area shows the hiring proposal details for 'ATS Hiring Proposal: Laura Syfrett (Faculty/Staff)' with a 'Draft' status. A dropdown menu 'Take Action On Hiring Proposal' is open, showing options like 'Keep working on this Hiring Proposal', 'Cancel (move to Canceled)', and 'Submit (move to Vice President)'. Below this is a table of applicant information.

ATS Hiring Proposal: Laura Syfrett (Faculty/Staff) [Edit](#)
Current Status: Draft

Position Type: **Faculty/Staff** | Created by: **Laura Syfrett**
Department: **Business Affairs** | Owner: **Laura Syfrett**
Applicant: **Laura Syfrett**
Posting: **Business Affairs Test 3**

Summary | History | Settings | Reports

✔ Hiring Proposal [Edit](#)

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave
Address2	Unit B
City	Panama City
State	FL

Take Action On Hiring Proposal ▾

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Submit (move to Vice President)
- MOVE DIRECTLY TO...
- Committee Chair Initiate
- Department Head Review
- Class & Comp
- Vice President
- Offer Approved
- President
- Initiate Background Check
- Hire Approved
- Canceled

Upon review, the VP will either approve and submit to the President for final decision or return to Hiring Authority for revision.

Home Postings Applicants Hiring Proposals | My Profile Help

Laura Syfrett, you have 0 messages. Human Resources

Faculty/Staff / ... / Laura Syfrett (Recommend for Hire) / ATS Hiring Proposal / Summary

ATS Hiring Proposal: Laura Syfrett (Faculty/Staff) [Edit](#)

Current Status: Vice President

Position Type: **Faculty/Staff** Created by: **Laura Syfrett**
Department: **Business Affairs** Owner: **Vice President**
Applicant: **Laura Syfrett**
Posting: **Business Affairs Test 3**

Summary | History | Settings | Reports

Hiring Proposal [Edit](#)

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave

Take Action On Hiring Proposal ▾

- Keep working on this Hiring Proposal

WORKFLOW ACTIONS

- Submit for Approval (move to President)
- Return for Revision/Review (move to Class & Comp)

MOVE DIRECTLY TO...

- Draft
- Committee Chair Initiate
- Department Head Review
- Class & Comp
- Offer Approved
- President
- Initiate Background Check
- Hire Approved
- Canceled

The President has two choices: approve and forward to HR, or return to VP for review.

Laura Syfrett, you have 0 messages. Human Resources

Faculty/Staff / ... / [Laura Syfrett \(Recommend for Hire\)](#) / [ATS Hiring Proposal](#) / Summary

ATS Hiring Proposal: Laura Syfrett (Faculty/Staff) [Edit](#)

Current Status: President

Position Type: **Faculty/Staff** | Created by: **Laura Syfrett**
Department: **Business Affairs** | Owner: **President**
Applicant: [Laura Syfrett](#)
Posting: [Business Affairs Test 3](#)

Summary | History | Settings | Reports

✔ Hiring Proposal [Edit](#)

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave
Address2	Unit B

Take Action On Hiring Proposal ▾

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
 - Return for Review (move to Vice President)
 - Approve and Send back to HR (move to Offer Approved)
- MOVE DIRECTLY TO...
 - Draft
 - Committee Chair Initiate
 - Department Head Review
 - Class & Comp
 - Vice President
 - Offer Approved
 - Initiate Background Check
 - Hire Approved
 - Canceled

When approved and the candidate accepts the offer, the background check process is initiated.

Laura Syfrett, you have 0 messages. Human Resources

Faculty/Staff / ... / Laura Syfrett (Recommend for Hire) / ATS Hiring Proposal / Summary

ATS Hiring Proposal: Laura Syfrett (Faculty/Staff) [Edit](#)
Current Status: Offer Approved

Position Type: **Faculty/Staff** | Created by: **Laura Syfrett**
Department: **Business Affairs** | Owner: **Human Resources**
Applicant: **Laura Syfrett**
Posting: **Business Affairs Test 3**

Summary | History | Settings | Reports

Hiring Proposal [Edit](#)

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave

Take Action On Hiring Proposal ▾

- Keep working on this Hiring Proposal
- Workflow Actions
- Offer Accepted/Send for Background (move to Initiate Background Check)**
- Move Directly To...
- Draft
- Committee Chair Initiate
- Department Head Review
- Class & Comp
- Vice President
- President
- Initiate Background Check
- Hire Approved
- Canceled

Then, the hire receives final approval!

Home Postings Applicants Hiring Proposals | My Profile Help

Laura Syfrett, you have 0 messages. Human Resources

Faculty/Staff / ... / Laura Syfrett (Recommend for Hire) / ATS Hiring Proposal / Summary

ATS Hiring Proposal: Laura Syfrett (Faculty/Staff) [Edit](#)

Current Status: Initiate Background Check

Position Type: **Faculty/Staff** Created by: **Laura Syfrett**
Department: **Business Affairs** Owner: **Human Resources**
Applicant: [Laura Syfrett](#)
Posting: [Business Affairs Test 3](#)

Summary | History | Settings | Reports

✔ Hiring Proposal [Edit](#)

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett
Address1	2830 Harrison Ave

Take Action On Hiring Proposal ▾

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- ~~Cancel (move to Canceled)~~
- Approve and Finalize Hire (move to Hire Approved)**
- MOVE DIRECTLY TO...
- Draft
- Committee Chair Initiate
- Department Head Review
- Class & Comp
- Vice President
- Offer Approved
- President
- Hire Approved
- Canceled

Next, the candidate moves into the onboarding phase!

Laura Syfrett, you have 0 messages.

Human Resources

Faculty/Staff / ... / Laura Syfrett (Recommend for Hire) / ATS Hiring Proposal / Summary



ATS Hiring Proposal: Laura Syfrett (Faculty/Staff)

Current Status: Hire Approved

Position Type: **Faculty/Staff**

Department: **Business Affairs**

Applicant: [Laura Syfrett](#)

Posting: [Business Affairs Test 3](#)

Created by: **Laura Syfrett**

Owner: **Human Resources**



[Print Preview](#)



[Create Onboarding Event](#)

Summary

History

Reports

Hiring Proposal

Applicant Information

First Name	Laura
Middle Name	
Last Name	Syfrett