

Hiring Proposal Instructions

1. After opening the student posting, **click on the Applicants tab.**

Posting: WCSE - Shelter Assistant (Douglasville) (Student)

Current Status: Closed/Removed from Web

Position Type: Student

Department: Career Services
(5401033000)

Created by: Mary Phillips

Owner: Career Services

Summary | History | Applicants | Reports | Hiring Proposals

2. You will see the list of students that applied to your posting. To view each applicant's information **click on his/her first name.**

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)
Jade	Avery	ST00441	October 20, 2016 at 08:41 AM	Recommend for Hire-Begin Hiring Proposal
Haley	Patterson	ST00441	October 20, 2016 at 05:42 PM	Approved for Interview
Angel	Betancourt	ST00441	October 24, 2016 at 04:02 PM	Approved for Interview

3. If you decide you want to interview this candidate, **move his/her application to the "Approve for Interview" status** using the drop down list on the orange "Take Action on Job Application" button.

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

✎ Edit Application

📄 View Hiring Proposal

📄 Reactivate

4. After the interview if you like this candidate for your job, use the drop down list on the orange "Take Action on Job Application" button to **move the candidate to "Finalist" status.** If this student is not the right person for the job then you have the option to select "Interviewed, Not Selected."
5. Once you have made your final decision, use the orange "Take Action on Job Application" button again to move the candidate to **"Recommend for Hire – Begin Hiring Proposal."** You will now see "Start Student Hiring Proposal" in the list *below* the "Take Action on Job Application" button.
6. Click on **"Start Student Hiring Proposal"** to enter the rate of pay and the start date. It is not necessary to complete the other fields. Click on the "Next" button to move to the end of the proposal. Use the "Take Action on Hiring Proposal" to select **"Send to Career Services."** Career Services will verify the student's GPA and enrollment status before approving the proposal. If there is a problem with the student's qualifications then Career Services will call you to discuss the matter.
7. After receiving an "Approved Hiring Proposal", contact the student with a job offer.