Page Up – How to Submit a Hiring Proposal

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Log In

- 1. Log into PirateNet.
- 2. Click the Profile Tab, under Human Resources.
- 3. Choose Applicant Tracking System (Hiring Managers).

Hiring Proposal

Prior to submitting a hiring proposal, please be sure to have the following information available:

- Salary
- Tentative Hire Date

Please Note: The Hiring Proposal can only be updated by the Hiring Manager or the Originator.

1. Under my Dashboard, New Requisition, Choose Requisition Open

New requisition				
3 Requisitions open				
New requisition	\supset			

2. Select the Requisition for which you are hiring

Job number	Classification title	Date added	↓: Status	Request Provider First Name	Reports to Provider First Name
Six Digit Job #	Job Title	Apr 6, 2023	Offer	Hiring Manager Name	Review applications View job

- 3. Click Review Applications
- 4. Select applicant within that requisition and change Status to Recommend for Hire. This initiates Hiring Proposal
 - a. Click **Move Now –** Emails will not be submitted to applicant
 - i. Enter Hire Date, Salary/Hourly Rate, & Required Fields
 - ii. Select Onboarding Form (Administrator/Staff/Faculty) and Onboarding Workflow
- 5. Select Admin/Staff/Faculty as the approval process
- 6. All approvers approve Hiring Proposal
 - a. HR will route to proper approvers
 - To check status of Approvals
 - Click on "new hires"
 - You'll see Applicant's name
 - Click on offer details
 - Scroll down to approval steps
- 7. HR Admin extends Verbal Offer
 - a. Note: Offers are only made by an HR Representative