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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)**.

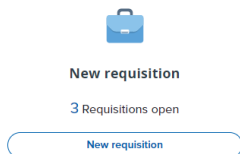
Hiring Proposal

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



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 approversTo 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