

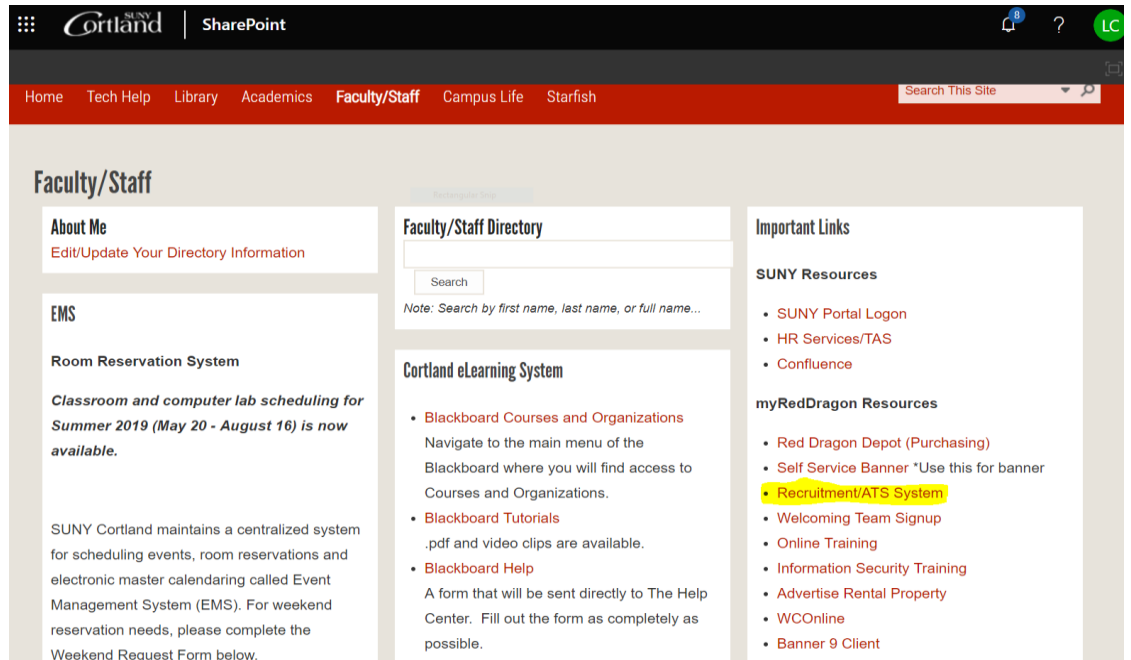
# Creating a Hiring Proposal in PeopleAdmin

**\*\*In preparation of completing a hiring proposal, you will need the student's complete birthdate, the budget number used to pay the student, and the budget account name associated with the number.**

Log in to MyRedDragon

Select Faculty/Staff

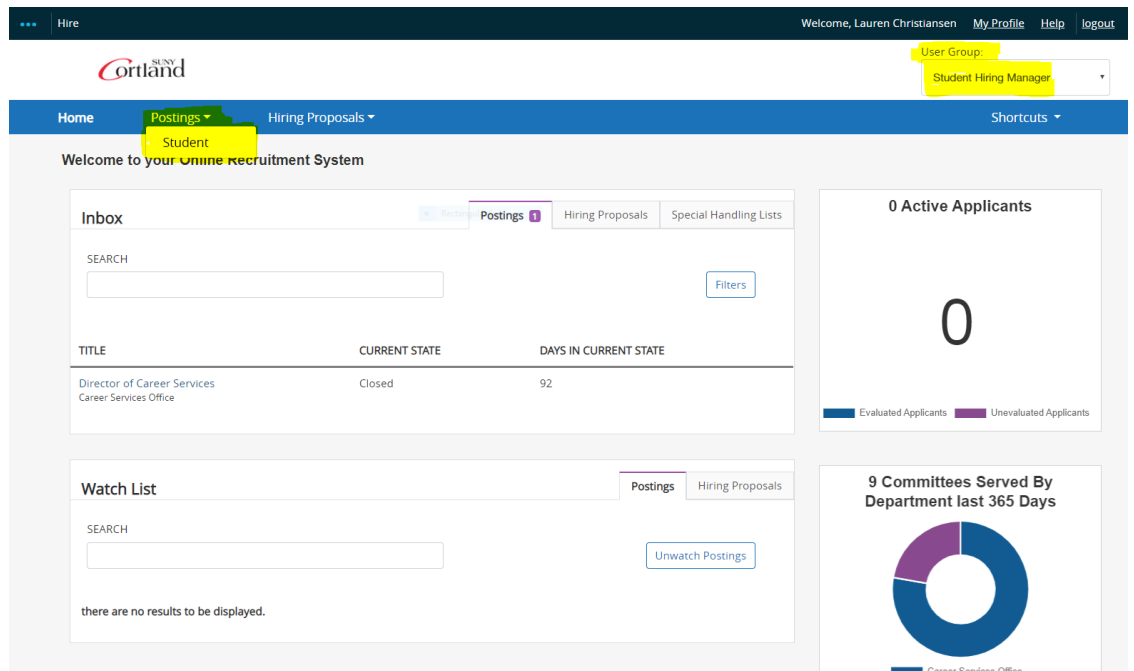
Select Recruitment/ATS from myRedDragon Resources



If you do not see this screen, X out of the screen and try again. (See last page for additional help)

\*\*User group (top right-hand corner) should say Student Hiring Manager. If it does not, use the drop down arrow to select.

-Select 'Postings'  
-Select 'Student'



From your job posting list:

-Select position by clicking on the title.

Ex: Student Employment Services Student Assistant

Postings / Student ☆

## Student Postings

[+ Create New Posting](#)

Saved Searches ▾  Search [More Search Options ▾](#)

Postings ✕

"Postings" 10 Selected records 0 [Clear selection?](#) Actions ▾

<input type="checkbox"/>	Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>	Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions ▾
<input type="checkbox"/>	Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions ▾
<input type="checkbox"/>	Test		Career Services-DO NOT USE	0	Canceled	August 27, 2019 at 09:13 AM	Actions ▾
<input type="checkbox"/>	z		Career Services-DO NOT USE	0	Canceled	August 27, 2019 at 09:12 AM	Actions ▾
<input type="checkbox"/>	z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions ▾
<input type="checkbox"/>	Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions ▾
<input type="checkbox"/>	Career Services Test		Career Services Office	0	Canceled	August 27, 2019 at 09:13 AM	Actions ▾
<input type="checkbox"/>	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions ▾
<input type="checkbox"/>	Student Employment Services Student Assistant	SA19014	Career Services Office	10	Closed	August 31, 2019 at 12:13 AM	Actions ▾
<input type="checkbox"/>	Career Services Test		Career Services Office	0	Draft	August 23, 2019 at 02:15 PM	Actions ▾

-Select 'Applicants Tab' to review all students who have applied

SUNY Cortland User Group: Student Hiring Manager

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Student / Student Employment Services Student Assistant (Closed) / Summary Search Results: Prev

### Posting: Student Employment Services Student Assistant (Student)

**Current Status:** Closed

Position Type: **Student**      Created by: **Lauren Christiansen**  
 Department: **Career Services Office**      Owner: **Human Resources**

Summary    History    **Applicants**    Reports    Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

**Position Details**

Position Information

<b>Title</b>	Student Employment Services Student Assistant
<b>Job Category</b>	Student
<b>Department</b>	Career Services Office
	<ul style="list-style-type: none"> <li>•Assist OA 2 in processing Student Employment Paperwork</li> <li>•Conduct research on student employment programs</li> <li>•Contact local employers for student employment information- maintain</li> </ul>

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

🔖 Add to Watch List

## Posting: Student Employment Services Student Assistant (Student)

Current Status: Closed

Position Type: Student

Department: Career Services Office

Created by: Lauren Christiansen

Owner: Human Resources

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

🔖 Add to Watch List

Summary | History | Applicants | Reports | Hiring Proposals

All Applicants

"All Applicants" 10 Selected records 0  Clear selection?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Moore	Joseph	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:21 PM
<input type="checkbox"/>	Timmins	Joshua	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:53 PM
<input type="checkbox"/>	Akari	Walid	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 11:34 AM
<input type="checkbox"/>	Wojnowski	Allyson	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 01:07 PM
<input type="checkbox"/>	Koroma	Abu	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 04:10 PM
<input type="checkbox"/>	Henry	Tiara	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 02:25 PM

To view each 'Student Application Page':

-Select student by clicking last name

From the Students Application Page:

-Select 'Take Action on Job Application'

-Select 'Recommend for Hire'

*(all other applicants status should be updated to correspond with the hiring decision)*

... Hire Welcome, Lauren Christiansen My Profile Help Logout

User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / Joseph Moore Under Review by Department/Committee Search Results: Ne

### Job application: Joseph Moore (Student)

Current Status: Under Review by Department/Committee  
Application form: Student Application

Full name: Joseph Moore  
Address: 20 Southpoint Drive  
Lancaster, NY 14086  
Username: joseph.moore02  
Email: joseph.moore02@cortland.edu  
Phone (Primary): (315) 632-1012  
Phone (Secondary):  
Position Type: Student  
Department: Career Services Office

Created by: Joseph Moore  
Owner: Student Hiring Manager

Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Not Interviewed, Not Hired)
- Select (move to Further Review)
- Select (move to Interview)
- Move to Finalist (move to Finalist)
- Recommend (move to Recommend for Hire)**

Summary Documents History Reports

Personal Information

Select 'Submit' to save the applicant status:

The screenshot shows the SUNY Cortland hiring system interface. At the top, the user group is 'Student Hiring Manager'. The breadcrumb trail is: Home > Postings > Hiring Proposals > Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / Joseph Moore Under Review by Department/Committee. The main content area displays 'Job application: Joseph Moore (Student)' with a current status of 'Under Review by Department/Committee' and application form 'Student Application'. A 'Take Action' dialog box is open, showing the option 'Recommend (move to Recommend for Hire)' with 'Submit' and 'Cancel' buttons. The applicant's details include: Full name: Joseph Moore, Address: 20 Southpoint Drive, Lancaster, NY 14086, Username: joseph.moore02, Email: joseph.moore02@cortland.edu, Phone (Primary): (315) 632-1012, Position Type: Student, Department: Career Services Office. The 'Created by' field shows 'Joseph Moore' and 'Owner: Student Hiring Manager'. Navigation tabs for 'Summary', 'Documents', 'History', and 'Reports' are visible at the bottom.

Once you have updated an applicant's status to 'Recommend for Hire'

You can immediately begin the hiring proposal OR you can return later to complete.

If you begin immediately, make sure you verify the following:

1: (top left) Your status update was successful

2: (middle right) You are on the page of the applicant you are hiring

3: (far middle right) Select: Start Student (SA) Hiring Proposal

The screenshot shows the SUNY Cortland hiring system interface after a status update. A yellow notification banner at the top reads 'Application was successfully transitioned'. The breadcrumb trail is: Home > Postings > Hiring Proposals > Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / Joseph Moore Recommend for Hire. The main content area displays 'Job application: Joseph Moore (Student)' with a current status of 'Recommend for Hire' and application form 'Student Application'. The 'Created by' field shows 'Joseph Moore' and 'Owner: Payroll'. The applicant's details are the same as in the previous screenshot. A 'Hire' button is visible in the top left. On the right side, the 'Take Action' menu is open, and the option 'Start Student (SA) Hiring Proposal' is highlighted with a yellow box and a large number '3'. The 'Summary', 'Documents', 'History', and 'Reports' tabs are visible at the bottom.

## Posting: Student Employment Services Student Assistant (Student)

Current Status: Closed

Position Type: Student

Department: Career Services  
Office

Created by: Lauren Christiansen

Owner: Human Resources

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

🔖 Add to Watch List

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

Saved Searches ▾

Search

🔍 More Search Options ▾

All Applicants

"All Applicants" 10 Selected records 0 Clear selection?

Actions ▾

(Actions)

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions ▾
<input type="checkbox"/>	Moore	Joseph	Curriculum Vita or Resume	SA19014	Recommend for Hire	August 26, 2019 at 05:21 PM	Actions ▾
<input type="checkbox"/>	Timmins	Joshua	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:53 PM	Actions ▾
<input type="checkbox"/>	Akari	Walid	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 11:34 AM	Actions ▾
<input type="checkbox"/>	Wojnowski	Allyson	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 01:07 PM	Actions ▾
<input type="checkbox"/>	Koroma	Abu	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 04:10 PM	Actions ▾
<input type="checkbox"/>	Henry	Tiara	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 02:25 PM	Actions ▾
<input type="checkbox"/>	Ulerio	Veronica	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 07:13 PM	Actions ▾



User Group:

Student Hiring Manager ▾

Home | Postings ▾ | Hiring Proposals ▾

Shortcuts ▾

Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / Joseph Moore Recommend for Hire

Search Results: Next

## Job application: Joseph Moore (Student)

Current Status: Recommend for Hire  
Application form: Student Application

★ View Posting Applied To

★ Preview Application

➕ Start Student (SA) Hiring Proposal

Full name: Joseph Moore

Address:

20 Southpoint Drive  
Lancaster, NY 14086

Username: joseph.moore02

Email:

joseph.moore02@cortland.edu

Phone (Primary): (315) 632-1012

Phone (Secondary):

Position Type: Student

Department: Career Services  
Office

Created by: Joseph Moore

Owner: Payroll

Summary | Documents | History | Reports

✔ Personal Information

Contact Information

First Name	Joseph
Middle Name	J
Last Name	Moore

If you have returned to the system to create a hiring proposal for a student whose status is already 'Recommend for Hire'

-Access the job posting page

-Select 'Applicants tab'

-Select Applicant (verify their status)

-Select 'Start Student (SA) Hiring Proposal'

-Select 'Start Student (SA) Hiring Proposal' again to confirm

Hire Welcome, Lauren Christiansen My Profile Help Logout



User Group:

Student Hiring Manager ▾

Home | Postings ▾ | Hiring Proposals ▾

Shortcuts ▾

Postings / ... / Applicant Review / Joseph Moore (Recommend for Hire) / New Hiring Proposal

## Starting Student (SA) Hiring Proposal

Applicant: Joseph Moore

Posting: Student Employment Services Student Assistant

Start Student (SA) Hiring Proposal or Cancel

You should complete all required fields.

**\*\*Note:**  
Budget does not have an asterisk but is required.

To complete Budget section:

-Select Add Budget Entry

-Enter the Budget Account Name and Budget Account Number in the fields provided

**\*\*DO NOT** click the 'Add Budget Entry' button once the fields are entered

-Complete remaining fields and select 'Next'

Date Of Birth  This field is required.

SSN (Non SUNY Cortland students only)

### Position Information

FLSA

Salary Grade

Salary

Position Title

Posting Number

Budget

### Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate  This field is required.

Actual Starting Salary  This field is required.

Actual Start Date  This field is required.

Hours Per Week

Direct Supervisor/Timesheet Approver  This field is required.

Salary

Position Title

Posting Number

Budget

Budget Account Name

Budget Account Number

Remove Entry?

### Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate  This field is required.

Actual Starting Salary  This field is required.

Actual Start Date  This field is required.

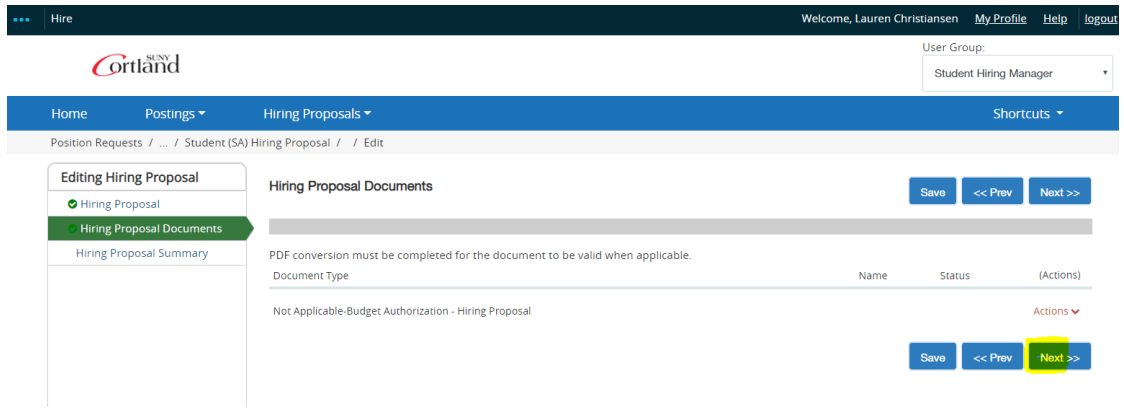
Hours Per Week

Direct Supervisor/Timesheet Approver  This field is required.

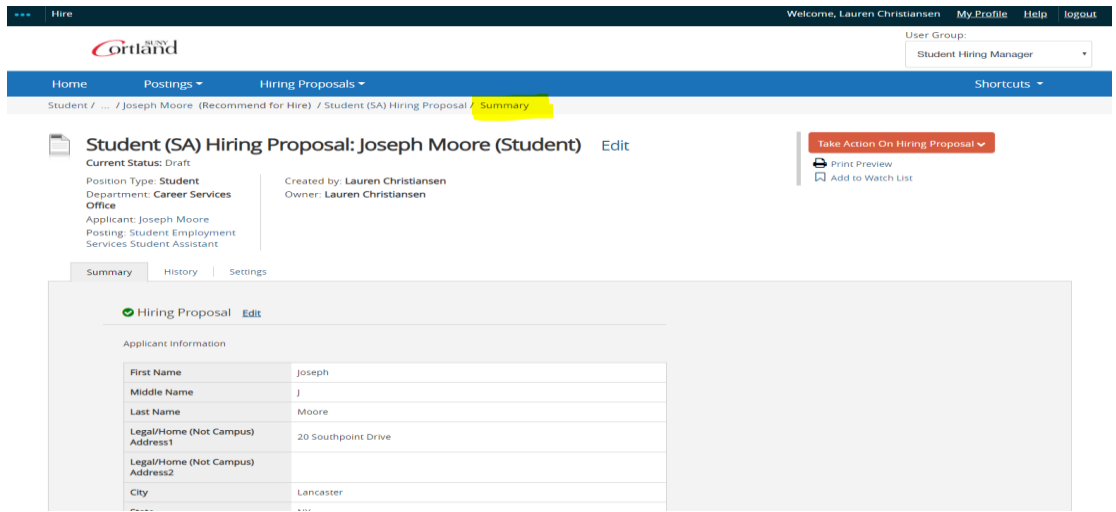
Appointment Duration  This field is required.

Other End Date of

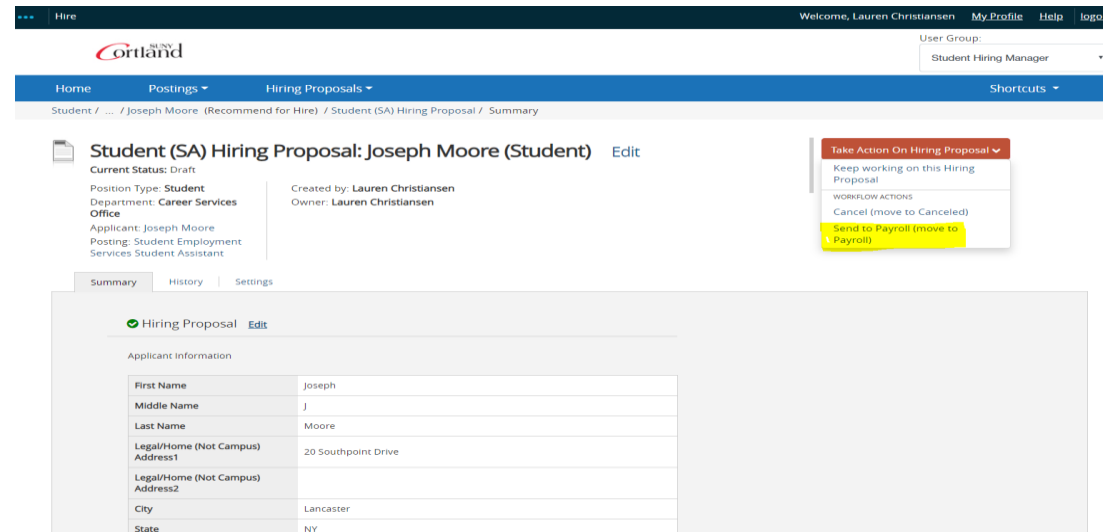
You do not need to complete this screen.  
-Select Next



The Summary page will allow you to review hiring proposal information and edit if necessary.



To complete the hiring proposal:  
-Select 'Take Action on Hiring Proposal'  
-Select 'Send to Payroll'



To verify:

- Return to the Job Posting Page
- Select Hiring Proposals

*All students with completed Hiring Proposals will have a status of "Payroll"*

The screenshot shows the SUNY Cortland HR system interface. At the top, there is a navigation bar with 'Hire', 'Welcome, Lauren Christiansen', 'My Profile', 'Help', and 'Logout'. Below this is the SUNY Cortland logo and a 'User Group' dropdown menu set to 'Student Hiring Manager'. The main navigation bar includes 'Home', 'Postings', and 'Hiring Proposals'. The breadcrumb trail reads: 'Postings / ... / Student / Student Employment Services Student Assistant / Hiring Proposals'. The page title is 'Posting: Student Employment Services Student Assistant (Student)'. The current status is 'Closed'. The position type is 'Student', the department is 'Career Services Office', and the owner is 'Human Resources'. The page includes tabs for 'Summary', 'History', 'Applicants', 'Reports', and 'Hiring Proposals'. The 'Hiring Proposals' tab is active, showing a search bar and a table of results. The table has columns for 'First Name', 'Last Name', 'Hiring Proposal Number', 'Department', 'Status', and 'Last Status Update'. One result is shown for Joseph Moore with proposal number SA19207HP, department Career Services Office, and status 'Payroll'. The status 'Payroll' is highlighted in yellow. There are also 'Actions' buttons for each row.