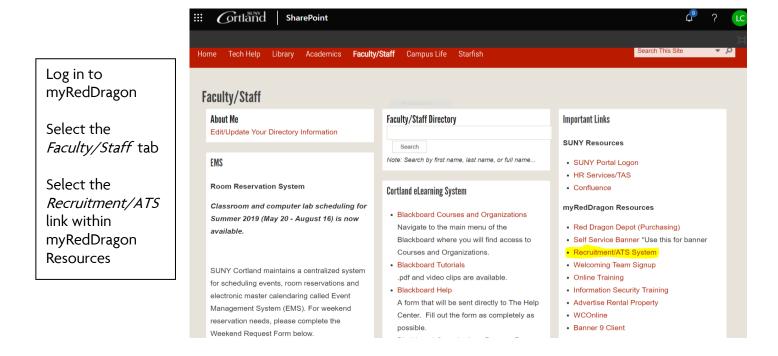# Creating a Hiring Proposal in PeopleAdmin

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 the *Faculty/Staff* tab

Select the *Recruitment/ATS* link within myRedDragon Resources

If you do not see this screen, exit 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

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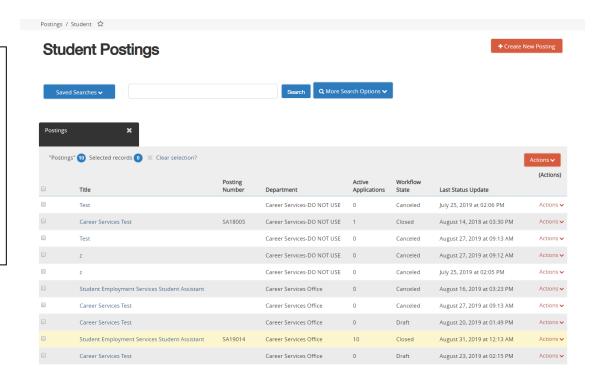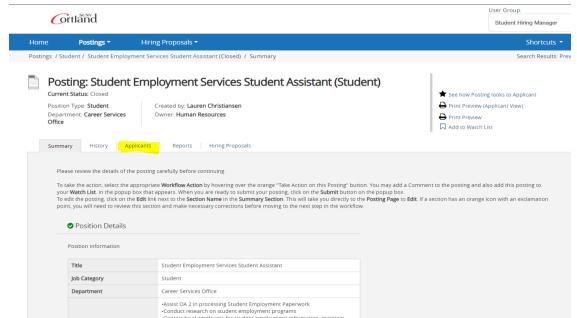

Cortland
SUNY

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**
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

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

Title	Student Employment Services Student Assistant
Job Category	Student
Department	Career Services Office
	•Assist OA 2 in processing Student Employment Paperwork •Conduct research on student employment programs •Contact local employers for student employment information- maintain spreadsheet

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 Applic.
🖶 Print Preview (Applicant View)
🖶 Print Preview
🔖 Add to Watch List

Summary   History   Applicants   Reports   Hiring Proposals

Saved Searches ▾   [   ]   Search   🔍 More Search Options ▾

To view each application, select student by clicking their last name.

All Applicants   ✖

"All Applicants" 10   Selected records 0   ✖ Clear selection?

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

From the student's application page:

- Select the 'Take Action on Job Application' dropdown.
- Select 'Recommend for Hire'

(all other applicants' statuses should be updated to correspond with the hiring decision as well)

Select 'Submit' to save the applicant status:

Welcome, Lauren Christiansen   My Profile   Help   logout

Hire

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
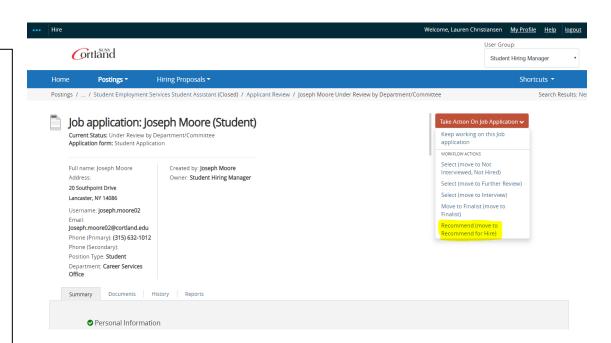
Job application: Joseph Moore (Student)
Current Status: Under Review by Department/Committee
Application form: Student Application

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

User Group:
Student Hiring Manager

Cortland

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

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

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 ▾
★ View Posting Applied To
★ Preview Application

Take Action   ✕
Recommend (move to Recommend for Hire)

Submit   Cancel

Summary   Documents   History   Reports

✔ Personal Information

Contact Information

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 banner)* 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

---

Application was successfully transitioned

Hire

Welcome, Lauren Christiansen   My Profile   Help   logout

SUNY Cortland

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: Ne

Job application: Joseph Moore (Student)
Current Status: Recommend for Hire
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: Payroll

★ View Posting Applied To
★ Preview Application
⊕ Start Student (SA) Hiring Proposal

Summary   Documents   History   Reports

✓ Personal Information

Contact Information

Posting: Student Employment Services Student Assistant (Student)
Current Status: Closed

Position Type: **Student**	Created by: **Lauren Christiansen**
Department: **Career Services Office**	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)

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

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 the applicant (verify their status)

-Select 'Start Student (SA) Hiring Proposal'

Cortland SUNY

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	Created by: **Joseph Moore**
Address:	Owner: **Payroll**
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**

Summary   Documents   History   Reports

✅ **Personal Information**

Contact Information

First Name	Joseph
Middle Name	J
Last Name	Moore

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

Hire   Welcome, Lauren Christiansen   **My Profile**   **Help**   logout

Cortland SUNY

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   03/06/1998
                       This field is required.

SSN (Non SUNY
Cortland students only)

Position Information

FLSA

Salary Grade   A-$11.10/hr

Salary

Position Title   Student Employment Services Student Assistant

Posting Number   SA19014

Budget

Add Budget 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.

Salary Grade   A-$11.10/hr

Salary

Position Title   Student Employment Services Student Assistant

Posting Number   SA19014

Budget

Budget Account Name   ████████   *

Budget Account
Number   ████   *

☐ Remove Entry?

Add Budget Entry

Hiring Proposal Information

Hiring Proposal Number

* Reason For Selection of
  Candidate   Student was the most qualified and will pursue
                       a career that will require knowledge learned in
                       this role

  This field is required.

* Actual Starting Salary   11.10
  This field is required.

* Actual Start Date   09/04/2019
  This field is required.

Hours Per Week

* Direct
  Supervisor/Timesheet
  Approver   Lauren Christiansen
  This field is required.

* Appointment Duration   Fall Only ▾
  This field is required.

Other End Date (if

You do not need to complete this screen.

-Select 'Next'

User Group:
Student Hiring Manager ▾

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Position Requests / ... / Student (SA) Hiring Proposal / / Edit

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

Hiring Proposal Documents   [Save] [<< Prev] [Next >>]

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Not Applicable-Budget Authorization - Hiring Proposal			Actions ✔

[Save] [<< Prev] [Next >>]

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

User Group:
Student Hiring Manager ▾

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Student / ... / Joseph Moore (Recommend for Hire) / Student (SA) Hiring Proposal / Summary

📄 **Student (SA) Hiring Proposal: Joseph Moore (Student)**   Edit
Current Status: Draft

Position Type: **Student**
Department: **Career Services Office**
Applicant: Joseph Moore
Posting: Student Employment Services Student Assistant

Created by: **Lauren Christiansen**
Owner: **Lauren Christiansen**

[Take Action On Hiring Proposal ▾]
🖨 Print Preview
🔖 Add to Watch List

Summary | History | Settings

✓ Hiring Proposal Edit

Applicant Information

First Name	Joseph
Middle Name	J
Last Name	Moore
Legal/Home (Not Campus) Address1	20 Southpoint Drive
Legal/Home (Not Campus) Address2	
City	Lancaster

To complete the hiring proposal:

-Select 'Take Action on Hiring Proposal'

-Select 'Send to Payroll'

User Group:
Student Hiring Manager ▾

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Student / ... / Joseph Moore (Recommend for Hire) / Student (SA) Hiring Proposal / Summary

📄 **Student (SA) Hiring Proposal: Joseph Moore (Student)**   Edit
Current Status: Draft

Position Type: **Student**
Department: **Career Services Office**
Applicant: Joseph Moore
Posting: Student Employment Services Student Assistant

Created by: **Lauren Christiansen**
Owner: **Lauren Christiansen**

[Take Action On Hiring Proposal ▾]
Keep working on this Hiring Proposal
WORKFLOW ACTIONS
Cancel (move to Canceled)
Send to Payroll (move to Payroll)

Summary | History | Settings

✓ Hiring Proposal Edit

Applicant Information

First Name	Joseph
Middle Name	J
Last Name	Moore
Legal/Home (Not Campus) Address1	20 Southpoint Drive
Legal/Home (Not Campus) Address2	
City	Lancaster
State	NY

To verify:

-Return to the Job Posting Page

-Select Hiring Proposals

All students with completed hiring proposals will have a status of "Payroll."