Preparing a Hiring Proposal for Multiple Hires

- Complete the interview and selection process for your recruitment. Remember to change the status and complete an applicant evaluation for each of the applicants interviewed.
- Change each of your selected candidates to “Recommended for Hire”
- Once you have changed each of your selected candidates to “Recommend for Hire”, a link will appear that will allow you to “Begin Hiring Proposal”. This will bring you to a page with two possible actions. For the first hire, click “Start Action” beneath the option “Hiring Proposal for Job Description Listed Below”
- Fill in the preferred start date and start salary, and click “Continue to Next Page”
- If you are ready for Employment to make a job offer, click the radio button next to “Submit to Employment”, and then Continue
- Click Confirm
- For any subsequent hires, select “Start Action” below the option “Hiring Proposal for Additional Hires”
- Fill in preferred start date, salary and if the position is new. If the posting is for a replacement, indicate who is being replaced.
- Complete the hiring proposal and submit to employment.

**Note:** The hiring proposal is only a recommendation. Your Employment Representative will contact the candidate to make the formal job offer

Your Employment Representative will make the job offer.

Once the job offer has been finalized, you will receive an email notification highlighting the details of the accepted offer.