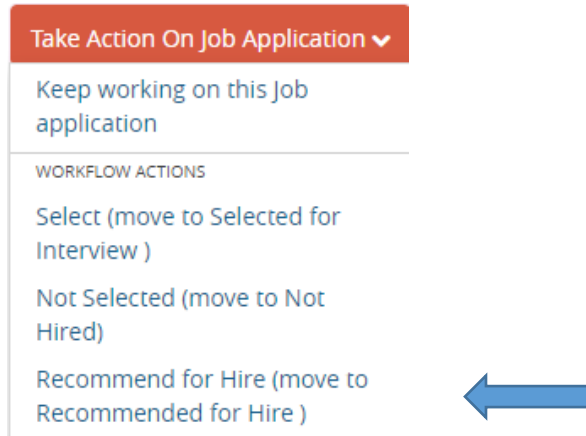

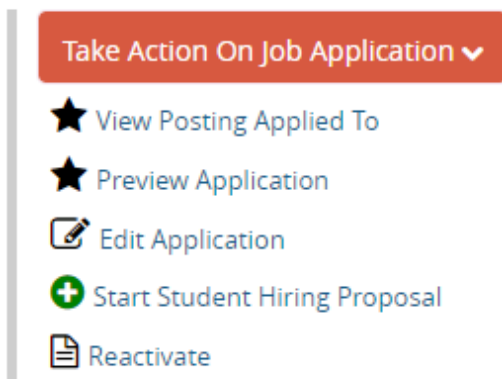


Student Hiring – Recommend & Create Hiring Proposal

- **Recommend for Hire** - Once an applicant has been selected, the department or hiring manager should move the application to the status “**Recommend for Hire**”. You’ll need to [open](#) each application, and within that form take this step with each applicant.
- “**Take Action on Job Application**” and in Workflow Actions, move to [Recommend for Hire](#). You’ll be prompted again, click [Submit](#).



- **Create a Student Hiring Proposal as Supervisor/Hiring Manager** – Once you recommended a candidate, the system will prompt you to “Take Action on Job Application” again, however, you’ll want to select  [Start Student Hiring Proposal](#)



- You’ll get another prompt to Start Student Hiring Proposal, click blue bar to confirm.
- **Complete the form fields** – Fill in the follow required fields; **Confirmed T-Number of applicant, Desired Start Date, Position End date, Job Duration (semester, full academic year), Supervisor Name, Supervisor T# and Hourly Rate**. Complete all of these fields. These fields are all necessary to complete the set up for Time Clock Plus and the position.

- **Click on Save & Continue**
- The Hiring Proposal is still in DRAFT status. **Current Status: Draft**
- Click **Take Action on Hiring Proposal**
- Move Directly to Final SEO Review (Student Employment Office). The Hiring Proposal is handled by SEO at this point. They will complete the job set up.



- If you haven't done so, contact your student with a start date that agrees with the information entered in the Hiring Proposal.
- Once you complete the hiring for your open job, CLOSE the job posting by going back to the job posting (just click the title of the job in blue under top blue banner), return to main posting page, and Take Action on Posting, Select, Move Directly to, **Closed** .
- The other applications, if not chosen for the position, should be transitioned to the status that applies to them so they get a system notification that they were not selected. "Not Hired" or other.