Creating a Hiring Proposal as a Hiring Manager

1. Select your finalist (detailed instructions provided in How to View and Dispense Applicants guide).
   ***As a reminder, your finalist will need to move from: Under Review by Manager → Interview → Finalist before a Hiring Proposal option will appear.

2. In the application, click “Start Hiring Proposal.”
3. The top portion of the hiring proposal is pre-populated with information from the job template and the candidate’s application.

4. Complete the bottom portion under “Hiring Proposal Information.”
5. Once the hiring proposal is complete, click the orange “Take Action” button and submit to Department Review.

6. After the Department Review signs in, the Hiring Proposal will appear in the Inbox. Note: It can also be located by clicking on the “Hiring Proposals” tab. The Department Review can search by job title to find/review the hiring proposal. After reviewing the proposal, click “Take Action On Hiring Proposal” then “Submit to HR for Final Review” to send to Human Resources. Should you need the hiring manager to edit the proposal, there is also an option under Take Action to send it back to the Hiring Manager.

7. Human Resources will review the hiring proposal and proceed with recruitment efforts.

**Note:** Background checks can be sent with the hiring proposal simultaneously. Please email the completed background check to emphr@uthscsa.edu