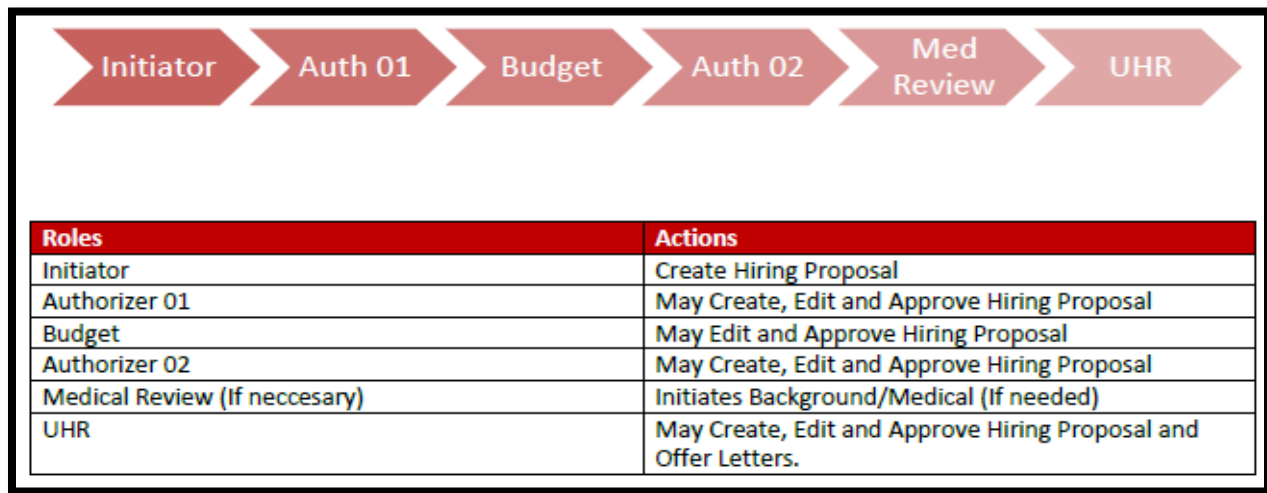# ROCS – GUIDE TO *CREATING A HIRING PROPOSAL*

I. INTRODUCTION TO THE HIRING PROPOSAL

A Hiring Proposal in ROCS is capable of pulling data from three sources- the Position Description, the Posting and the Application of the Applicant being hired. Hiring Proposal serves as a way to collect additional data to hire your Applicant as well as to convert the applicant account into an employee account.

Below is a quick glimpse at the roles and processes involved in creating and approving a Hiring Proposal:


Roles	Actions
Initiator	Create Hiring Proposal
Authorizer 01	May Create, Edit and Approve Hiring Proposal
Budget	May Edit and Approve Hiring Proposal
Authorizer 02	May Create, Edit and Approve Hiring Proposal
Medical Review (If neccesary)	Initiates Background/Medical (If needed)
UHR	May Create, Edit and Approve Hiring Proposal and Offer Letters.

II. CREATING A HIRING PROPOSAL

A Hiring Proposal may only be initiated once an applicant enters the "Finalist" status which is chosen by the Applicant Reviewer. Once an Applicant Reviewer moves an applicant to the "Finalist" status they may alert the **initiator/authorizer 1/authorizer 2** of the posting that they may start the Hiring Proposal.

Click on the applicant's last name that has been identified as the "Finalist".

Last Name	First Name	Posting Number	Workflow State (Internal)	Last Updated
Diggory	Cedric	15ST1015	Finalist	February 23, 2015 at 09:36 AM

In the upper right area of the system will be a link to create a Hiring Proposal. Click "Start Hiring Proposal":
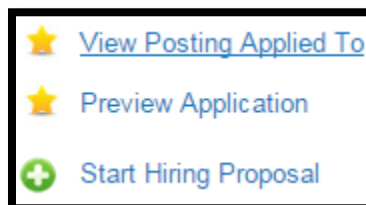
Step One: **Confirming the Position Description**

The first step of creating a Hiring Proposal is confirming the Position Description you created is the one you want to use. The original Position Description you linked to the Posting will be auto-selected.

Position Description Title	Department	UHR User Assigned	Position Description Number
⦿ Research Project Coordinator (Training)	SAS - Psychology-Child Study	Cross, Anthony	15ST1013PD

Select Position Description

Click "Select Position Description" to continue.

Step Two: **Fill out the Hiring Proposal Form**

The next page will show several fields of data: the applicant's information, the position information, and hiring proposal information. Fields with a red asterisk are required, and please fill out as many fields as possible as these fields will fill out the offer letter template.

When you are finished entering the data select "Next" to save and continue.

Step Three: **Attach any Hiring Proposal Documents**

The next page will offer initiators and approves an area to upload any documents to the specific Hiring Proposal.

Select "Actions" and "Upload New" to attach a file from your Computer to the Hiring Proposal.

Document Type	Name	Status	(Actions)
Offer Letter Draft			Actions ▾
			Save Upload New / Create New

Select "Next" to save and continue.

Step Four: **Hiring Proposal Summary Page**

The final page will show a summary tab of all the information associated with the Hiring Proposal - select the orange button labeled "Take Action on Hiring Proposal" and select the appropriate approver to receive the request. **When a Hiring Proposal is approved by UHR the applicant will automatically move to the Hired state.** **

Take Action On Hiring Proposal ▾
WORKFLOW ACTIONS
Keep working on this Hiring Proposal
Initiator (move to Initator)
Authorize 1 (move to Authorizer 1)
Budget (move to Budget)
Authorizer 2 (move to Authorizer 2)
Cancel (move to Cancel Hiring Proposal)