Manual: How to Create a Hiring Proposal
Manager/Supervisor

Revised: 3/7/17
Getting Started

Log in to the FacultyJobs site at https://facultyjobs.uga.edu/hr/login. When you get to the homepage, look at the top right corner to ensure APPLICANT TRACKING is selected. If it is not, hover over the drop down arrow and select APPLICANT TRACKING from the list.

APPLICANT TRACKING is the most used module. This is true for hiring proposals as well. If it is not already chosen and you have to select APPLICANT TRACKING, the top of your screen will change colors. In this module, the top of your screen will always be blue.

To the right of your name, make sure Manager/Supervisor is selected from the drop box. Any time you make a change in this box, note the blue notification banner appears across the top of the screen.
Initiating a Hiring Proposal

Once the hiring authority has selected a finalist and an offer is made and accepted, it is time to begin the hiring proposal process. It is important that you have a signed offer letter before starting the hiring proposal.

NOTE: When you click Recommend for Hire, the system will automatically send an email to the finalist. This email will recommend the applicant revisit their voluntary demographic information, as well as instruct your candidate to fill out the consent for a background investigation form, if they have not already done so.

Upon recommending a candidate for hire, the manager/supervisor or administrative staff will have the ability to view the voluntary demographic information listed below. This is the information that has been provided at the time of certification and submission. Managers/supervisors do not have the ability to edit this information during this step of the process.
Start Hiring Proposal

To begin the hiring proposal, open your posting and click on the Applicants tab. When viewing the list of applicants, hover over the Actions link next to the finalist’s name, and then click View Application.

On the next screen, select Start Hiring Proposal to begin the process.

The system will bring you to the confirmation page, prompting you to verify that you wish to begin a hiring proposal for the selected applicant.
The **Hiring Proposal** will auto populate information from the Faculty Search Position Posting, as well as from the candidate’s application.

When you proceed with the offer of employment, use the Faculty Offer Letter Template available at: [http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template](http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template)

It is very important to download the template each time you prepare a letter of offer to ensure you are using the most current version.

**Posting Data:** The Posting Data is an overview of information that was entered on the front end of the Faculty Search Position Posting and cannot be edited.

In order to process the request, additional fields will need to be completed. **Any box in red is a required field.**

For example, if the position was listed as an “Open Rank” at the front end of the posting, at this time, it is required for the rank to be selected.
Any box in red with an asterisk is a required field. For any questions regarding this required information, please refer to the offer letter sent to the candidate.

This information deals with dual employment between USG institutions.

If yes, you will need to contact: Mike Gorman, UGA Dual Employment Coordinator, mgorman@uga.edu
Much of the following information will be integrated from the applicant’s application information. If the applicant did not complete a field, it will be blank here. Managers/supervisors have the ability to complete this information if needed.

The Primary Phone Number and Highest Degree/Diploma Earned is NOT integrated from the finalist’s application and will need to be inputted at this time.

The following information is voluntary; therefore it is acceptable for these fields to be left blank.
In the **Additional Planned Advertisements** field, you may add any additional advertisements or recruitment methods that were not listed on the initial posting.

The **At this time, are you ready to remove the posting connected to this HP from the web?** field is very important. The response will determine if the position is closed and removed from the web or if the position will still be accepting applications. The responses and their appropriate actions are as follows:

- **Yes** – Close the position. This is the only and/or final hire
  - The position is closed and removed from the website.

- **No** – Position is still accepting applications and will be used to hire multiple applicants.
  - The position will be left online. This will be used when multiple applicants are being hired.
Entering EEO Information

Review the Additional EEO Information section and fill in the accurate information for each field. The Hiring Proposal cannot be submitted until all required fields have been entered. Once you are done inputting the information, Save and then select Next to continue.

1. **Detail special efforts to attract statistically underutilized applicants for the position.**

   Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population. When responding to this question you will need to detail special efforts that were used to attract statistically underutilized applicants for this position. This may include but is not limited to:

   - Cross-posting to Diverse Jobs, Hispanic Outlook, and other specialized listing sites, especially field-specific ones; posting on national sites like phdjobs.com or chroniclevitae.com—the greater the reach of postings, the better the chance that well-qualified candidates in underutilized groups will see and apply for open positions.
   - Personal outreach such as telephoning colleagues at other institutions, calling prospective candidates to encourage application, and obtaining good prospect names from lists of grantees from granting agencies (taken from the Provost's Academic Affairs Policy Manual, § 1.08 Recruitment of Faculty).
   - General outreach at conferences, field-specific listservs, etc.
   - Maintaining a file of qualified candidates who were not successful in prior searches.

2. **To your knowledge, is the person offered the job a Protected Veteran?**

   Departments should not directly ask applicants their veteran status. Departments should only know this through various forms of voluntary self-identification, including applicants’ mention of veteran status or experience in resume, cover letter, or other application materials; mention of this in an interview or other personal contact; or affirmative responses to veteran status questions in FacultyJobs (which departments will not see until the offer stage).
3. Veteran Self-Disclosure:
   *At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are of veteran status. This is voluntary information, so if a response does not appear, the applicant did not answer.*

If the candidate has disclosed veteran status, they will have the opportunity to disclose their specific veteran status. If the candidate has only disclosed they are a veteran without additional specification, departments should do nothing more. We will still count applicants as protected veterans based on their choice to self-identify. Departments should not ask for further details, documentation, etc., of Protected Veteran status, though applicants may provide this of their own volition. If applicants have not self-identified on FacultyJobs but have indicated veteran status via other means, such as in their resumes or during a face-to-face or telephone contact, then this should be noted and included in their demographics profile on FacultyJobs during the hiring proposal stage.

4. Disability Self-Disclosure
   *At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are disabled. This is voluntary information, so if a response does not appear, the applicant did not answer.*

If an applicant self-identifies as disabled in FacultyJobs after acceptance of a job offer, the department should not perform any follow-up on this new information, since by that stage applicants have already been vetted, through the application and interview process, for their ability to perform essential job functions. When a successful applicant accompanies this identification with a request for accommodations, then the department should initiate the interactive accommodations process. For more information on this process departments should refer to [http://www.hr.uga.edu/disability-services-accommodations](http://www.hr.uga.edu/disability-services-accommodations) or contact Tracey O’Malley <tomalley@uga.edu>.
5. To your knowledge, was any rejected applicant disabled?

The department should answer this affirmatively if any rejected applicant voluntarily disclosed a disability through the FacultyJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, a rejected applicant appeared to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it.

Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

A. If yes to above, was this rejection due to inability to accommodate the individual’s handicap?

If an applicant has both self-identified as disabled AND requested accommodation for his or her disability, then the department should engage in the interactive process to determine the nature, extent, and reasonableness of accommodations required. Inability to accommodate someone’s disability means that the applicant could not complete the essential functions of the job with reasonable accommodations, or put another way, that the accommodations that applicant would require to complete the job’s essential functions were not reasonable. Accommodations are considered unreasonable when they alter the essential functions of the job or cause the employer undue hardship. Departments should contact Tracey O’Malley <tomalley@uga.edu> for assistance with the interactive accommodations process; more information can be found at: http://www.hr.uga.edu/disability-services-accommodations. The interactive accommodations process is initiated when an applicant affirmatively requests an accommodation. If the accommodation is an “obvious” one, such as a sign language interpreter or request for the interview to be held in an accessible location, there is no need to go through the interactive process. Such accommodations should be automatically granted.
B. To your knowledge, is the person offered the position disabled?

The department should answer this affirmatively if the offeree voluntarily disclosed a disability through the FacultyJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, the offeree appears to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

C. If yes to above, has the accommodation been requested?

If an offeree has not requested or indicated need for accommodation, then departments should answer this negatively. They should answer in the affirmative only when an offeree has both voluntarily disclosed a disability and has requested accommodation for that disability. Applicants who either self-identify as disabled or who present as disabled without self-identifying as such, and who do not expressly request accommodations, should be counted as ‘no’ responses to this question.

EEO Key Terms and Definitions

1. **Detail special efforts to attract statistically underutilized applicants for this position.**
   Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population.

2. **To your knowledge, was any rejected applicant disabled?**
   ‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

3. **If yes to above, was this rejection due to inability to accommodate the individual's disability?**
   Reasonable accommodation must be provided to otherwise qualified disabled individuals who are able to perform the essential functions of job with or without accommodation. Accommodations are not considered reasonable if they fundamentally alter the essential functions of a job or cause undue hardship to the employer. Please refer to http://www.hr.uga.edu/disability-services-accommodations for additional information regarding the interactive accommodations process at UGA, including examples of reasonable accommodations and contact information for supervisors.
to obtain further guidance on the accommodations process. For any applicant rejected due to inability to accommodate that individual’s disability, the search committee should document in detail whether and specifically how either 1) the individual could not perform essential job functions with or without accommodation or 2) accommodations needed to perform essential functions were unreasonable.

4. To your knowledge, is the person offered the job a **Protected Veteran**?

‘Protected veteran’ refers to a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran.

‘Disabled Veteran’ refers to any veteran of the U.S. Military who is either entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

‘Active Duty Wartime or Campaign Badge Veteran’ refers to any veteran who:
- Served on active duty during any campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

‘Armed Forces Service Medal Veteran’ refers to any veteran who was awarded (as reflected on DD Form 214) an Armed Forces Service Medal for active duty service in a U.S. military operation for which an Armed Forces Service Medal was authorized pursuant to Executive Order 12985.

‘Recently separated veteran’ refers to any veteran during the three-year period following the date of such veteran’s discharge or release from active duty.

5. To your knowledge, is the person offered the position disabled?

‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

6. If yes to above, has accommodation been requested?

A UGA applicant or employee may request an accommodation at any point in the hiring and employment process (i.e., at the application stage, during the hiring interview, after an offer is made, any time after starting employment).

7. Accommodation offered?

Once a request for accommodation is made and documentation provided for non-obvious disabilities, the University will engage in the interactive accommodations process.
Faculty Appointment Documents

This step allows you to upload and digitally share information needed for the faculty appointment package. Please see the Faculty Appointment Policies, Procedures, and Checklist memo for more information at http://provost.uga.edu/index.php/faculty-affairs/faculty-appointments/.

To upload a document, hover over the Actions tab that aligns with the correct document type and then make desired selection. You have the choice to upload a document from your computer, create a document using the system’s processor, or choose an existing document. The system will automatically convert your document type into a .PDF once uploaded. PDF conversion must be completed for the document to be valid when applicable.

![Document Upload Actions Tab]

NOTE: Additional information to guide the process can be found at the top of this page, including links to the Faculty Affairs website and directions for official transcript submission.

The official transcript for the highest degree earned and foreign degree documentation (as applicable) are the only hard-copy documents that must be submitted to the Office of Faculty Affairs. Electronic transcripts are also accepted as long as the awarding institution transmits instructions directly to the Office of Faculty Affairs.

Be sure to upload and name all documents to complete the appointment package. While the hiring proposal is going through the workflow for approval, you will not be able to access it to make changes unless it is returned to your level.

You can always Save the hiring proposal, exit the system, and return at a later date to complete it.

Once all documents have been attached, select Next to continue.
Hiring Proposal Summary Tab

The final page of the hiring proposal will be a summary of all of the data in the hiring proposal. Next to each heading on the summary tab, you will notice a green check mark that indicates all required information for that section has been completed.

If information is missing from the hiring proposal you will see an orange exclamation point next to the corresponding section. Please select Edit and fill in the missing information.
Generating a PDF of Applicant’s Documents

At the bottom of the Summary screen, you will have the option to generate a PDF file of everything contained in the application. The application and all documents uploaded by the applicant will be combined into a single PDF file. Please note: Documents added to Supporting Documents tab will not be combined into the PDF file. Select Generate next to Combined Document and then click View (the View button will appear next to the word Generate, once the document has generated).

When you click View, it will take you to a new browser window. From this window you will be able to save the document as a file.

If any changes need to be made to the Major Unit, Division, or Department now is the time to do so using the Settings Tab at the top.
History Tab

The History tab will allow you the opportunity to get detailed information about when the hiring proposal was created, how long it has been in each section of the workflow, and any notes made by users in the workflow regarding the hiring proposal. You can visit this page at any time during the approval process to get detailed information and review notes.

The options in the upper right corner, Workflow, Notes, and Emails are buttons that allow you to customize what you see in the History tab.
Submit Hiring Proposal for Approval

Once you have reviewed all information in the hiring proposal using the Summary tab, you may now move the hiring proposal through the workflow.

Hover your mouse over the orange **Take Action On Hiring Proposal** button and select either **Submit to Manager/Supervisor** or **Submit To Unit Head for Approval**.

After selecting either **Submit to Manager/Supervisor** or **Submit to Unit Head**, the box below will appear (Note that the title will depend on which action you selected). This is where you can add comments that will appear in the **History** tab and email notification to next level, e.g., Unit Head. Applicants will not be able to see comments, only those along the approval workflow of the posting/hiring proposal.

The box **Add this hiring proposal to your watch list** will be automatically checked. If you do not want this hiring proposal on your watch list uncheck the box. Click **Submit** to continue.

Keep in mind your watch list is located on your home screen. It holds all updates, posts, and hiring proposals that are of high priority to you. You can choose what appears in your watch list.

After clicking **Submit to Unit Head** this message will appear at the top of your screen:
What Happens Next

The hiring proposal will go through the entire workflow to receive proper approval from each applicable area. While it is traveling through the workflow, you will be able to see each time it moves to a new person. This position will be in your Inbox, and if you chose to, it will also be in your Watch List. At any given time, a hiring proposal may be sent back to you to correct missing information or update appointment documents. If a hiring proposal is returned to you, check the History tab for comments regarding any issues. After the issues have been corrected, you will resubmit the hiring proposal back through the same workflow again until it has reached EEO and is officially closed.