Manual: How to Create a Hiring Proposal

Initiator

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Introduction

The University of Georgia has implemented a new online applicant tracking system, iPAWS. The objective of iPAWS is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the iPAWS system to receive approval for and post staff positions.

The learning objectives include the following:

- Create and submit job postings
- Manage applications
- Track the status of postings, applicants, and hiring proposals
- Create and complete a Hiring Proposal
- Remove your Staff Search from the web

Accessing iPAWS

The Web Address/URLs for the site include the following:

User Site: https://www.ugajobsearch.com/hr/
Applicant Portal: https://www.ugajobsearch.com

Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

To ensure the security of the data, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer, it is strongly recommended that you save any work in progress and logout of the system by clicking on the Logout link located on the top-right-side of your screen.

Log-in

To access the University of Georgia’s iPAWS user portal, visit the following web address: https://www.ugajobsearch.com/hr/

Once you have arrived at the below screen, enter your username and password. Then click Login.
ArchPass Duo

You will need ArchPass Duo, UGA's two-factor authentication service, to complete this new log-in process. Two-factor authentication means there are two steps to the log-in process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with iPAWS, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo. An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again.

NOTE: Once approved as a UGA employee use your MyID login information to login to the system. If you need to request additional user roles fill out a user request form found here: https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/

Getting Started

Log in to the iPAWS site at https://www.ugajobsearch.com/hr/. 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 be blue.

To the right of your name, make sure Initiator 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 (contingent on background check), 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 the Applicant Manager clicks Recommended for Hire, the system will notify the Initiator the Hiring Proposal is ready to be initiated.

Upon recommending a candidate for hire, the Initiator will have the ability to view the EEO Information which is the voluntary demographic information listed below. This is the information that has been provided at the time of certification and submission. Initiators do not have the ability to edit this information during this step of the process.
Start Hiring Proposal

To begin the hiring proposal, Select the Postings tab and select the position type Staff, Temporary, or Affiliates. 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.

You must be an Initiator to start the hiring proposal. The system will require you to select a position description. If you initially created the posting from a position description then you may select the position description that is already connected to the posting OR you may select an alternative position description. All staff hiring proposals must be linked to a position description.
Posting Details Tab

The **Hiring Proposal** will auto populate information from the Staff Search Position Posting, as well as information from the candidate’s application.

When you proceed with the offer of employment, use the Staff Offer Letter Template available at: [http://busfin.uga.edu/forms/Offer_Letter_Staff.pdf](http://busfin.uga.edu/forms/Offer_Letter_Staff.pdf)

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.

Contact the Office of Human Resources at 706-542-2222 if you have any questions.

**Posting Details Tab:**
The Posting Details tab is an overview of information that was entered on the front end of the Staff Search Position Posting and cannot be edited.
Hiring Proposal Details Tab

Much of the Candidates Details information will be integrated from the applicant’s application information. If the applicant did not complete a field, it will be blank here. Initiators **do not** have the ability to complete this information.

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.

Note: Anticipated Start Date should take into account time to successfully search for a candidate and include time for a background investigation. Approval to exceed limit for UGA and USG salary guidelines should also be taken into account, if applicable.
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/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.

This information, located under Additional Information, deals with dual employment between USG institutions.

If yes, you will need to contact: Mike Gorman, UGA Dual Employment Coordinator, mgorman@uga.edu

If “Yes” is indicated here, the Hiring Proposal will need to be routed to the Office of International Education following the approval from Approver.
Salary Tab

Fill in the information requested on the salary tab.

Budget Tab

Fill in the information requested on the budget tab.

You also have the ability to add budget information. Click on the Add Budget Summary Entry button.
Once you select Add Budget Summary Entry, the following information will appear:

To remove an entry, check the **Remove Entry box** and then select **save**.

## Entering EEO Information

Review the **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](https://example.com))
   - General outreach at conferences, field-specific listservs, etc.
   - Maintaining a file of qualified candidates who were not successful in prior searches.

2. **Reasons for Hiring the Applicant**
3. 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 iPAWS (which departments will not see until the offer stage).

4. 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 iPAWS 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 iPAWS during the hiring proposal stage.

5. 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 iPAWS 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 https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/ or contact Tracey O’Malley <tomalley@uga.edu>.

6. To your knowledge, was any rejected applicant disabled?

The department should answer this affirmatively if any rejected applicant voluntarily disclosed a disability through the iPAWS 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](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 iPAWS 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.
Employment Documents

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.

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.

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.
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.
**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.

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**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 **Submit (move to Approver)**.
After selecting one of the workflow states, 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., Approver. 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 Approver** this message will appear at the top of your screen:

If you are an Approver switch from the Initiator user role to the Approver user role, hover your mouse over the orange **Take Action on Hiring Proposal** button and select either **Sponsorship Needed (move to OIE)** or **Sponsorship NOT Needed (move to Central HR)**.
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 Central HR and is officially closed and put into the filled state by Central HR.

The **Applicant manager** should appropriately move all candidates that did not receive an offer into the appropriate workflow state.