

Creating a Hiring Proposal in PeopleAdmin

In preparation of completing a hiring proposal, you will need the student's complete birthdate, the budget number used to pay the student, and the budget account name associated with the number.

Log in to
myRedDragon

Select the
Faculty/Staff tab

Select the
Recruitment/ATS
link within
myRedDragon
Resources

The screenshot shows the SUNY Cortland SharePoint site. The top navigation bar includes 'Home', 'Tech Help', 'Library', 'Academics', 'Faculty/Staff', 'Campus Life', and 'Starfish'. The main content area is titled 'Faculty/Staff' and contains several sections:

- About Me**: Includes a link to 'Edit/Update Your Directory Information'.
- EMS**: 'Room Reservation System' section with a notice: 'Classroom and computer lab scheduling for Summer 2019 (May 20 - August 16) is now available.' Below this is a paragraph: 'SUNY Cortland maintains a centralized system for scheduling events, room reservations and electronic master calendaring called Event Management System (EMS). For weekend reservation needs, please complete the Weekend Request Form below.'
- Faculty/Staff Directory**: Includes a search box and a note: 'Note: Search by first name, last name, or full name...'
- Cortland eLearning System**: Lists links for 'Blackboard Courses and Organizations', 'Blackboard Tutorials', and 'Blackboard Help'.
- Important Links**: Divided into 'SUNY Resources' (SUNY Portal Logon, HR Services/TAS, Confluence) and 'myRedDragon Resources' (Red Dragon Depot (Purchasing), Self Service Banner *Use this for banner, **Recruitment/ATS System**, Welcoming Team Signup, Online Training, Information Security Training, Advertise Rental Property, WCOOnline, Banner 9 Client).

If you do not see this screen, exit out of the screen and try again. (See last page for additional help)

User group (top right-hand corner) should say Student Hiring Manager. If it does not, use the drop-down arrow to select.

- Select 'Postings'
- Select 'Student'

... Hire Welcome, Lauren Christiansen My Profile Help Logout

User Group
Student Hiring Manager

Home Postings Student Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

Inbox Postings 1 Hiring Proposals Special Handling Lists

SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Director of Career Services Career Services Office	Closed	92

0 Active Applicants

0

Evaluated Applicants Unevaluated Applicants

9 Committees Served By Department last 365 Days

Career Services Office

From your job posting list:

- Select position by clicking on the title.

Ex: Student Employment Services Student Assistant

Postings / Student

Student Postings

Create New Posting

Saved Searches Search More Search Options

Postings 10 Selected records 0 Clear selection? Actions

Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Actions
Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions
Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions
Test		Career Services-DO NOT USE	0	Canceled	August 27, 2019 at 09:13 AM	Actions
z		Career Services-DO NOT USE	0	Canceled	August 27, 2019 at 09:12 AM	Actions
z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions
Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions
Career Services Test		Career Services Office	0	Canceled	August 27, 2019 at 09:13 AM	Actions
Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions
Student Employment Services Student Assistant	SA19014	Career Services Office	10	Closed	August 31, 2019 at 12:13 AM	Actions
Career Services Test		Career Services Office	0	Draft	August 23, 2019 at 02:15 PM	Actions

-Select 'Applicants Tab' to review all students who have applied.

Posting: Student Employment Services Student Assistant (Student)

Current Status: Closed

Position Type: Student
Department: Career Services Office

Created by: Lauren Christiansen
Owner: Human Resources

- ★ See how Posting looks to Applicant
- Print Preview (Applicant view)
- Print Preview
- Add to Watch List

Summary History **Applicants** Reports Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✔ Position Details

Position Information

Title	Student Employment Services Student Assistant
Job Category	Student
Department	Career Services Office
	<ul style="list-style-type: none"> -Assist OA 2 in processing Student Employment Paperwork -Conduct research on student employment programs -Contact local employers for student employment information- maintain contact list

To view each application, select student by clicking their last name.

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Summary History **Applicants** Reports Hiring Proposals

Saved Searches Search [More Search Options](#)

All Applicants

"All Applicants" 10 Selected records 0 Clear selection?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input type="checkbox"/>	Moore	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:21 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:53 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 11:34 AM
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 01:07 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 04:10 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 02:25 PM

From the student's application page:

- Select the 'Take Action on Job Application' dropdown.
- Select 'Recommend for Hire'

(all other applicants' statuses should be updated to correspond with the hiring decision as well)

Select 'Submit' to save the applicant status:

The screenshot shows the 'Take Action On Job Application' dropdown menu. The menu is open, showing several options. The option 'Recommend (move to Recommend for Hire)' is highlighted in yellow. Other options include 'Keep working on this Job application', 'Select (move to Not Interviewed, Not Hired)', 'Select (move to Further Review)', 'Select (move to Interview)', and 'Move to Finalist (move to Finalist)'. The background of the page is dimmed.

The screenshot shows the 'Take Action' dialog box. The dialog box is open, showing the option 'Recommend (move to Recommend for Hire)'. The dialog box has a 'Submit' button and a 'Cancel' button. The background of the page is dimmed.

Once you have updated an applicant's status to 'Recommend for Hire':

You can immediately begin the hiring proposal OR you can return later to complete.

If you begin immediately, make sure you verify the following:

1: *(top left banner)*
Your status update was successful

2: *(middle right)* You are on the page of the applicant you are hiring

3: *(far middle right)*
Select: Start Student (SA) Hiring Proposal

Application was successfully transitioned

Hire Welcome, Lauren Christiansen My Profile Help Logout

User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / [redacted] Above Recommend for Hire 2 Search Results: No

Job application: [redacted] (Student)
Current Status: Recommend for Hire
Application form: Student Application

Full name: Joseph Moore
Address: [redacted]
Created by: [redacted]
Owner: Payroll

Username: [redacted]
Email: [redacted]@cortland.edu
Phone (Primary): [redacted]
Phone (Secondary): [redacted]
Position Type: Student
Department: Career Services
Office: [redacted]

Summary Documents History Reports

Personal Information

Consent Information

- ★ View Posting Applied To
- ★ Preview Application
- Start Student (SA) Hiring Proposal 3

Posting: Student Employment Services Student Assistant (Student)
 Current Status: Closed
 Position Type: Student
 Department: Career Services Office
 Created by: Lauren Christiansen
 Owner: Human Resources

[See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)
[Add to Watch List](#)

[Summary](#) | [History](#) | **[Applicants](#)** | [Reports](#) | [Hiring Proposals](#)

Saved Searches [Search](#) [More Search Options](#)

All Applicants

All Applicants 10 Selected records 0 Clear selection? [Actions](#) (Actions)

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	Moore	[REDACTED]	Curriculum Vita or Resume	SA19014	Recommend for Hire	August 26, 2019 at 05:21 PM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 26, 2019 at 05:53 PM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 11:34 AM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 01:07 PM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 27, 2019 at 04:10 PM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 02:25 PM	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Curriculum Vita or Resume	SA19014	Under Review by Department/Committee	August 28, 2019 at 07:13 PM	Actions

If you have returned to the system to create a hiring proposal for a student whose status is already 'Recommend for Hire'

- Access the job posting page
- Select 'Applicants tab'
- Select the applicant (verify their status)
- Select 'Start Student (SA) Hiring Proposal'

Cortland User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / ... / Student Employment Services Student Assistant (Closed) / Applicant Review / [REDACTED] Moore Recommend for Hire Search Results: Next

Job application: [REDACTED] (Student)
 Current Status: Recommend for Hire
 Application form: Student Application

[View Posting Applied To](#)
[Preview Application](#)
[Start Student \(SA\) Hiring Proposal](#)

Full name: Joseph Moore
 Address: [REDACTED]
 Username: [REDACTED]
 Email: [REDACTED]@cortland.edu
 Phone (Primary): [REDACTED]
 Phone (Secondary): [REDACTED]
 Position Type: Student
 Department: Career Services Office
 Created by: [REDACTED]
 Owner: Payroll

[Summary](#) | [Documents](#) | [History](#) | [Reports](#)

Personal Information

Contact Information

First Name	[REDACTED]
Middle Name	[REDACTED]
Last Name	Moore

-Select 'Start Student (SA) Hiring Proposal' again to confirm

Hire Welcome, Lauren Christiansen My Profile Help Logout

Cortland User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / ... / Applicant Review [REDACTED] (Recommend for Hire) / New Hiring Proposal

Starting Student (SA) Hiring Proposal

Applicant: [REDACTED]

Posting: Student Employment Services Student Assistant

[Start Student \(SA\) Hiring Proposal](#) [Cancel](#)

You should complete all required fields.

Note: Budget does not have an asterisk but is required.

To complete Budget section:

- Select "Add Budget Entry"
- Enter the Budget Account Name and Budget Account Number in the fields provided
- DO NOT** click the 'Add Budget Entry' button once the fields are entered
- Complete remaining fields and select 'Next'

Date of Birth: 03/06/1998
This field is required.

SSN (Non SU/XY Cortland students only)

Position Information

FLSA

Salary Grade: A-411.10/hr

Salary

Position Title: Student Employment Services Student Assistant

Posting Number: SA19014

Budget
Add Budget Entry

Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate
This field is required.

Actual Starting Salary
This field is required.

Actual Start Date
This field is required.

Hours Per Week

Direct Supervisor/Timesheet Approver
This field is required.

Salary

Position Title: Student Employment Services Student Assistant

Posting Number: SA19014

Budget

Budget Account Name *

Budget Account Number *

Remove Entry?

Add Budget Entry

Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate
Student was the most qualified and will pursue a career that will require knowledge learned in this role.
This field is required.

Actual Starting Salary: 11.10
This field is required.

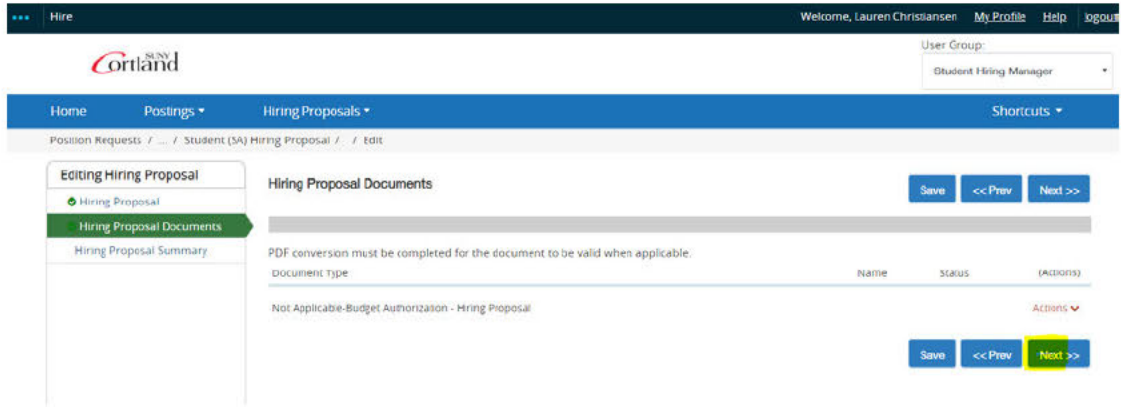
Actual Start Date: 09/04/2019
This field is required.

Hours Per Week

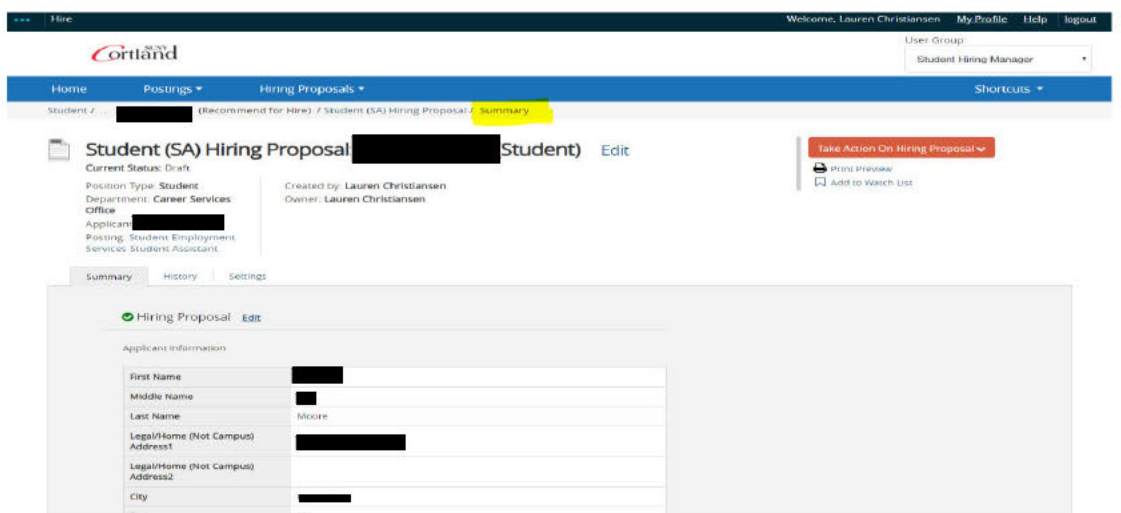
Direct Supervisor/Timesheet Approver: Lauren Christianson
This field is required.

Appointment Duration: Fall Only
This field is required.

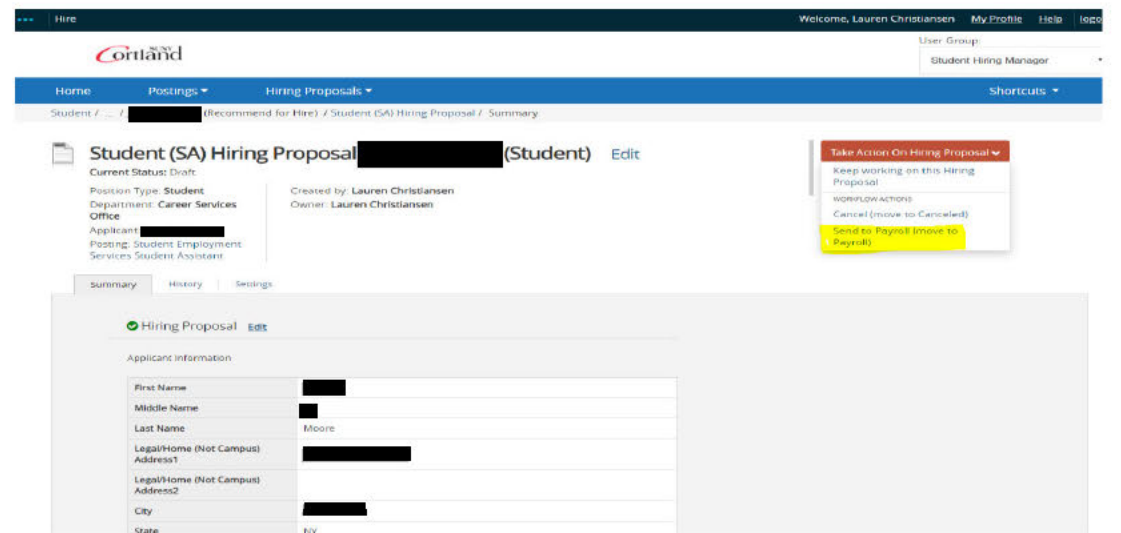
You do not need to complete this screen.
-Select 'Next'



The summary page will allow you to review hiring proposal information and edit if necessary.



To complete the hiring proposal:
-Select 'Take Action on Hiring Proposal'
-Select 'Send to Payroll'



To verify:

- Return to the Job Posting Page
- Select Hiring Proposals

All students with completed hiring proposals will have a status of "Payroll."

The screenshot shows the SUNY Cortland HR system interface. At the top, there is a navigation bar with 'Home', 'Postings', and 'Hiring Proposals'. The main content area displays a 'Posting: Student Employment Services Student Assistant (Student)' with details such as 'Current Status: Closed', 'Position Type: Student', and 'Department: Career Services Office'. Below this, there are tabs for 'Summary', 'History', 'Applicants', 'Reports', and 'Hiring Proposals'. The 'Hiring Proposals' tab is active, showing a search bar and a table of results. The table has columns for 'First Name', 'Last Name', 'Hiring Proposal Number', 'Department', 'Status', and 'Last Status Update'. One entry is visible with the status 'Payroll' highlighted in yellow.

First Name	Last Name	Hiring Proposal Number	Department	Status	Last Status Update
[Redacted]	Moore	[Redacted]	Career Services Office	Payroll	September 04, 2019 at 04:59 PM