Log on to PeopleAdmin using Mozilla Firefox.
Select Hiring Manager as your role.
(Although a faculty hiring proposal was used to create the screen shots, the process is similar for staff.)
Select the Posting Tab for Faculty or Staff postings.
Click on the URL/link of the position into which you are hiring the recommended candidate.
When you are in the posting, click on the Applicants Tab, being sure to have Selected Active Applicants, not any of the other options.
Find the name of the candidate Recommended for Hire. Click on that person’s last name to enter her/his application.
“Inside” the recommended candidate’s application, click on “Start Hiring Proposal.”
On the next page, click Start HIRING PROPOSAL box.
Scroll down through the Hiring Information screens and complete the information using the drop box options and comment boxes. Some fields are required.
The last field is a comment box. Add any job-related comment you choose that you want those receiving the Hiring Proposal to know.
Keep scrolling, passing over the information that the Dean, Social Equity, the Provost and HR will complete. Then click the SAVE and then the NEXT buttons at the bottom of that screen.
On the Document Upload screen, you can upload the completed and signed documents. (If the Dean or Director has these documents, s/he can upload them.)

You will use the Actions drop down box to select UPLOAD NEW. Human Resources uploads the other items at the end of the search.

When the documents are uploaded click SAVE and NEXT.
On the next screen, use the Orange Rectangle box to find the option to “SEND TO DEAN”. Select that option.
On the next screen, you can add a job-related comment for the Dean. Be sure to click SUBMIT.

If you want to be able to watch the Hiring Proposal “move” from the Dean, to Social Equity, to the Provost, to HR for background checks, add it to your watch list.
The final screen tells you that the Hiring proposal is now with the Dean (or Director).

The Dean will complete her/his sections of the Hiring Information and forward the Hiring Proposal to the others. S/he may also upload the completed and signed documents, such as the Waiver and Disclosure Form, the signed Application and the signed Essential Functions Form if you have not uploaded them.

As soon as Human Resources “sees” these documents on the Hiring Proposal (or receives these documents from the application), Human Resources will start the background check.