



How Do I?

Approve a Hiring Proposal

PeopleAdmin

When you receive an e-mail notifying you: "A hiring proposal has been sent for your review," complete the following steps.

1. Login to the PeopleAdmin System with your W# and university password.
Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings.

Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Graduate Student Counseling Intern	Student Counseling Interns	0600242	4	08-13-2008	Open Until Filled	Counseling & Human Development	Posted

2. Click on the **Search Hiring Proposals** link on the left side of the screen.
The Search Hiring Proposals screen will display.

3. Enter information for search choice, such as position number, job title, etc., or click the **Search** button at the bottom of the page.
The View Hiring Proposals screen will display the current hiring proposals you requested.

Official Job Code Title	Business Title	Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Date Approved
Lecturer	Lecturer	Hiring Proposal Sent to VP	Unclassified/Faculty Hiring Proposal for Different Position Description	50334429	Schwab			
Instructor	Instructor	Hiring Proposal Sent to Position Description President	Unclassified/Faculty Hiring Proposal for Position Description Listed Below	00024268	Llewellyn			

4. Click on the **View** link below the Official Job Code Title of the position you want to review/approve.
*A summary page will appear. You can review by scrolling through the summary or edit the action by clicking the **Edit** link at the top of the page.*

5. To approve the action, select the radio button beside the appropriate next level approver in your approval chain.
6. Click the **Continue** button.
The Confirm Action Status page will display.
7. Click the **Confirm** button.
Approval has been completed and the action has been moved to the next level approver.