Quick Reference Guide to Creating a Hiring Proposal for an EHRA Non-Faculty Position

Steps:

1. Login to NinerTalent, ensure you are logged in as an Initiator.
2. Ensure you are in the "Applicant Tracking" module (blue background).
3. Hover over the Postings tab and select "EHRA Non-Faculty".
4. Select the appropriate Posting and go to the Applicant Tab.
5. Click the applicant's name who you want to hire.
6. If the candidate is NOT in the status of "Recommend for Hire", update their status.
7. Once candidate is in this status, and you are in their applicant record, you will see a link that says "Create Hiring Proposal". Click this link.
8. Click the blue start button.
9. Enter all information and route to another Initiator or an Approver.

Helpful tips:

- *Position Selection Criteria field*
  - This field should be an explanation of what education, experience, and skills would make a candidate the best qualified for the position.
  - This should be position specific, not candidate specific.
- *Position Selection Rationale field*
  - This field is an explanation of how your selected candidate meets the criteria and is the best qualified for the position.
- *Selection Summary and Justification field*
  - This field should explain how the selected candidate is better qualified than the other candidates interviewed.
  - It should be a comparison between the selected candidates and the non-selected candidates.
- *Telephone Reference Checks*
  - You can either enter these on the telephone reference check tab, or upload a word document in the documents tab.
- *Routing Options*
  - Be sure to route the appropriate approvers in your department. Often the Business Officer needs to be involved with this process, so check with them before routing.
- *Approval Process*
  - You cannot make an offer to the selected candidate until Human Resources approves the hiring proposal.
  - Once they have approved, the proposal will come back to your queue in NinerTalent. At that time you can move forward with an offer.
  - Once the candidate accepts, you will need to prepare a PD7 and AA26 and attach those to the hiring proposal. Then route the proposal back to Human Resources.