

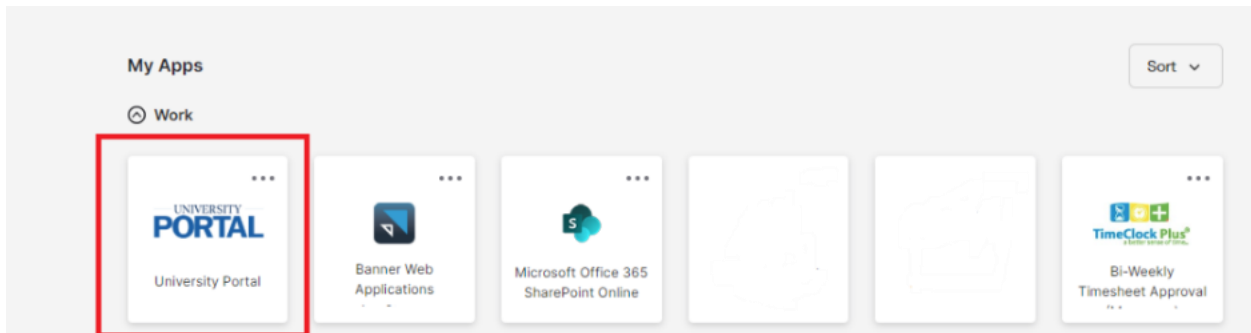
Page Up – How to Submit a Hiring Proposal

Table of Contents

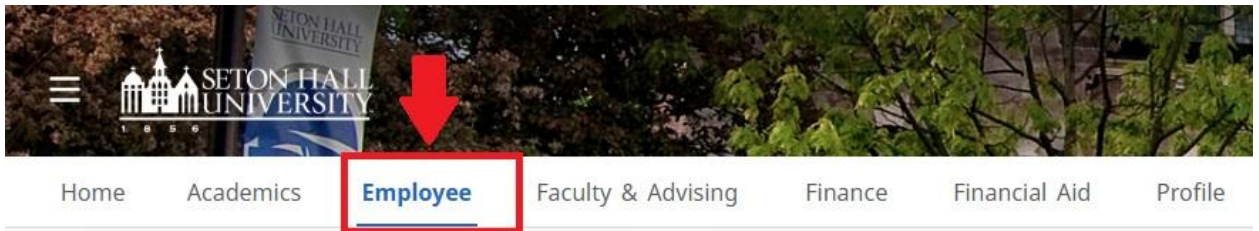
Table of Contents	1
Login Instructions	1
Hiring Proposal Instructions	2

Login Instructions

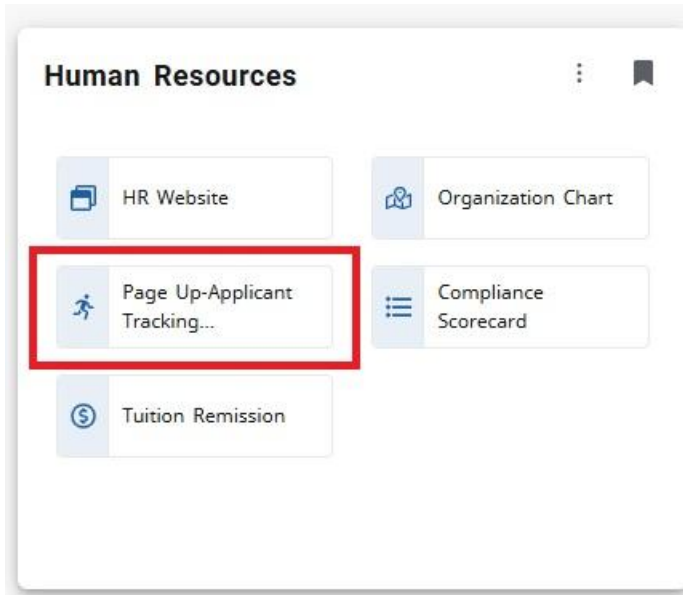
1. **Go to the University Portal on your My Apps page.**



2. **Click Employee on the top of screen**



3. In the Human Resources box, click Page Up-Applicant Tracking System (Hiring Managers)



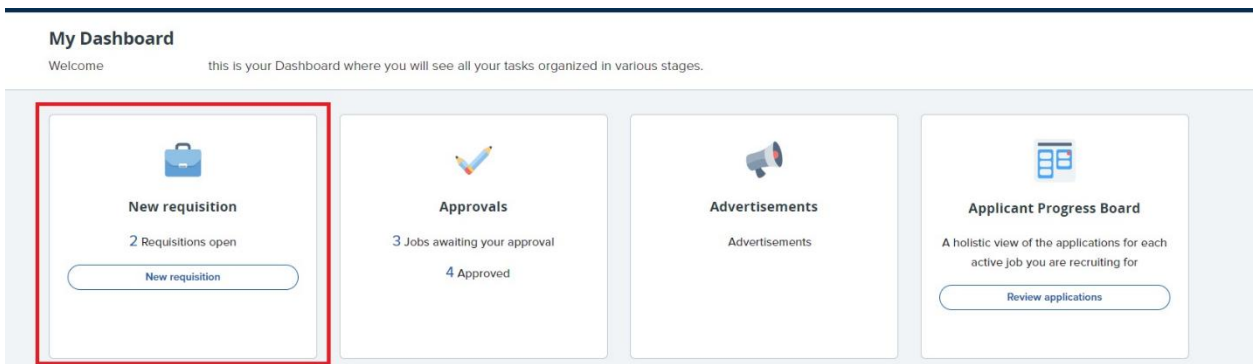
Hiring Proposal Instructions

Prior to submitting a hiring proposal, please be sure to have the following information available:

- Salary
- Tentative Hire Date

Please Note: The Hiring Proposal can only be updated by the Hiring Manager or the Originator.

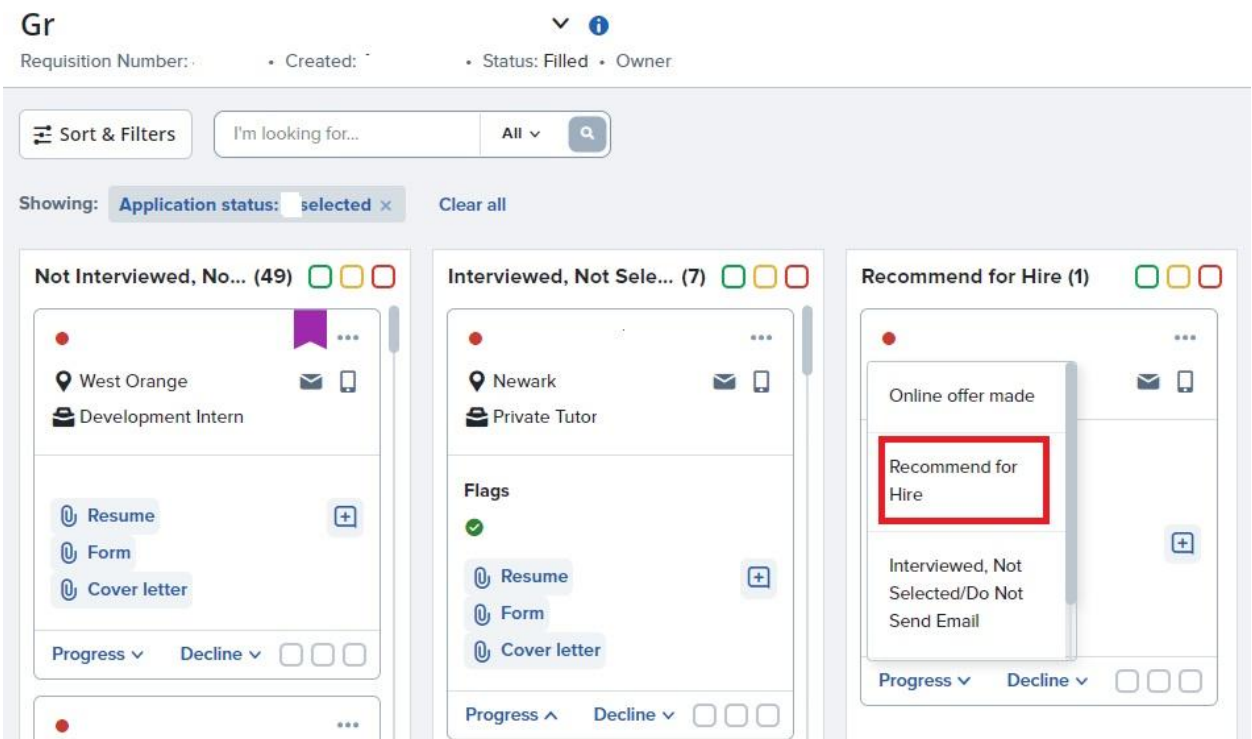
1. Under my Dashboard, New Requisition



2. Select the Requisition you are hiring & click View Applications



3. Select the applicant within that requisition by clicking the progress dropdown and change Status to **Recommend for Hire**. This initiates the Hiring Proposal



- a. On next screen Click Move now – Emails will not be submitted to applicant
 - i. Enter Hire Date, Salary/Hourly Rate, & Required fields
 - ii. Select Onboarding Form (Administrator/Staff/Faculty) and Onboarding Workflow
4. Select Admin/Staff/Faculty as the approval process
 5. All approvers approve Hiring Proposal
 - a. HR will route to proper approvers

To check Status of Approvals

- Click on “new hires”
 - You’ll see Applicant’s name
 - Click on offer details
 - Scroll down to approval steps
6. HR Admin extends Verbal Offer
 - a. Note: Offers are only made by an HR Representative

After reviewing the instructions, if you have any questions or need assistance please contact the Employment Specialist:

Victoria Gomez

Employment Specialist

(973) 761-9178

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