

#1 Supervisor/Hiring Manager (Initiates Hiring Proposal)

1. Log in via quick links: <http://mycampus.fairmontstate.edu> with your UCA and password; click on **HR/PeopleAdmin** icon and log in with Supervisor/HM user type. Click **"view"** under the position's title. This brings you into the applicants tab.
2. Change all non-selected applicants to either **"interviewed – not hired"** or **"not interviewed –not hired"** and select a "not hired reason" from the dropdown menu. Select **"Continue to Confirm Page"** and **"save status changes."**
3. Change the applicant status of the person you want to hire to **"interviewed, recommend for hire."**
4. Click the **"Begin Hiring Proposal"** link (note: this link will appear after you change an applicant's status to **"interviewed, recommend for hire"**)
5. Click the **"Start Action"** link under the **"Hiring Proposal for PD Listed Below."**
6. Complete hiring proposal fields then click **"Continue to Next Page"** until you reach the summary page.
7. Select radio button for appropriate next level (see important instructions below).
8. Click **"Continue,"** then **"Confirm."**
9. Once you've completed the hiring proposal, you will be brought back to the posting and will see that the status of the candidate being recommended for hire has been changed to **"Hiring Proposal in Process."** Click **"Cancel,"** then **"Confirm Cancel"** to exit the posting.

IMPORTANT - Choosing appropriate next level approver:

Please submit the hiring proposal to the appropriate approver (this is your direct report).

If you don't report directly to a Cabinet Administrator, the Provost, or the President, this means that you report to a "Senior Level Hiring Manager." Please make sure that the Senior Level Hiring Manager is assigned on the hiring proposal before you submit the hiring proposal request to the next level approver. If the Supervisor/HM or Senior Level Supervisor of the position needs to be changed, please make the change by selecting the correct supervisor or senior level supervisor (and de-selecting any that are incorrect). Please do not assign yourself as the Supervisor/HM AND the Senior Level HM.

#2 Senior Level HM User (if applicable)

1. Under Job Postings, click **"search hiring proposals."**
2. Click **"search."**
3. Click **"view"** under Present Job Title.
4. **Scroll down to view hiring proposal details.
5. If you want to approve the hire, select radio button for **"Cabinet/Provost"** then click **"continue"** and **"confirm."**

#3 Cabinet/Provost:

1. Under Job Postings, click **"search hiring proposals."**
2. Click **"search."**
3. Click **"view"** under Present Job Title.
4. **Scroll down to view hiring proposal details.
5. Select the radio button for **"Approve Hiring Proposal, submit to President"** or **"Deny Hiring Proposal, submit to HR."**
6. Click **"continue"** then **"confirm."**

#4 President:

1. Under Job Postings, click **"search hiring proposals."**
2. Click **"search."**
3. Click **"view"** under Present Job Title.
4. **Scroll down to view hiring proposal details.
5. Select the radio button for **"Offer Position/Hire Approved"** or **"Cancel Hiring Proposal."**
6. Click **"continue"** then **"confirm."**

NOTE: If president denies request, HP status will be changed to 'Canceled' and the Supervisor/HM, Cabinet/Provost, Senior Level HM will receive a system generated e-mail with options for next step.

#5

Offer Position (Hire Approved) – (HR's status)

HR will make all faculty and staff offers. For faculty positions, the VP for HR will review the proposed salary and adjust if necessary, in consultation with the Provost, Dean and/or Chair. Search committee members are NOT to discuss salary or terms of employment with candidates. Questions should be referred to HR.



#6

PAF Approval

Hiring proposal will be reviewed by Human Resources prior to submitting to payroll.



#7

Payroll Approval Pending

Payroll will enter some additional info on hiring proposal then submit to **“Approve/ WV-11 Generation (PT positions)” or “Budget Approval Pending (FT positions).”**



#8

Budget Approval Pending

1. Budget will enter a comment on the hiring proposal relating to the finalized salary then submit to Approved/WV-11 Generation.



#9

Approved/WV-11 Generation (Faculty/FEAP/NC) or Approved/WV-11 Generation (Classified)

1. Payroll submits online ESMT document in OASIS.
2. HR will fill position and applicants will receive an e-mail notification that position has been filled. Successful candidate and Supervisor/Hiring Manager will receive an e-mail confirming offer and the e-mail will also contain the tentative hire date.
3. Benefits Office will contact full time employees to set up benefits counseling session.

IMPORTANT: An employee may not begin working until the ESMT document has been approved by the state. If for any reason the hire is not approved by the tentative hire date, the employee and supervisor will be contacted in order to reschedule a new hire date.