



HOW TO REVIEW / APPROVE HIRING PROPOSALS

You will receive a system-generated e-mail alerting you that there is a hiring proposal awaiting your approval. Please see appropriate user type instructions below.

Senior Level Hiring Manager User Type

Please log into the hiring manager's site with the [Senior Level Hiring Manager user type](#) so that you can complete the online hiring process:

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."**

Cabinet/Provost User Type

Please log into the hiring manager's site with the [Cabinet/Provost user type](#) so that you can complete the online hiring process:

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 **"Approve Hiring Proposal, submit to President"** or **"Deny Hiring Proposal, submit to HR."**
6. Click **"continue"** then **"confirm."**

****Note:** if you want to make a salary comment, click **"EDIT,"** add your comment, then continue to next page until you reach the summary page to submit to next status.

President User Type

Please log into the hiring manager's site with the [President user type](#) so that you can complete the online hiring process:

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 **"Approve Hiring Proposal, submit to President"** or **"Deny Hiring Proposal, submit to HR."**
6. Click **"continue"** then **"confirm."**

****Note:** if you want to make a salary comment, click **"EDIT,"** add your comment, then continue to next page until you reach the summary page to submit to next status.