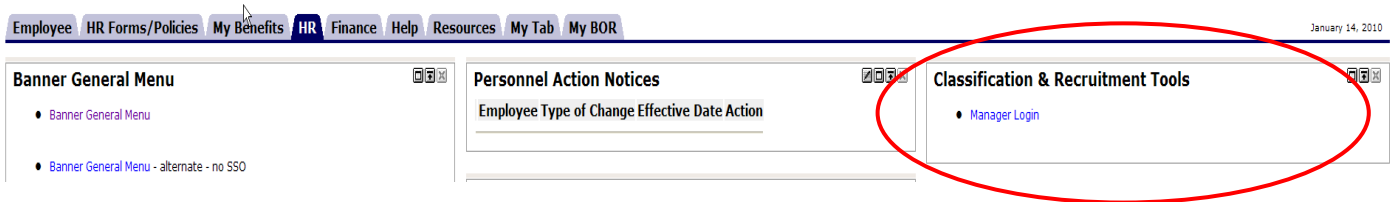


SDBOR YourFuture Quick Guide

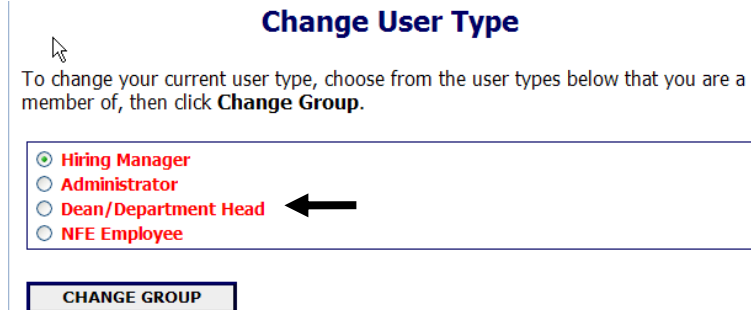
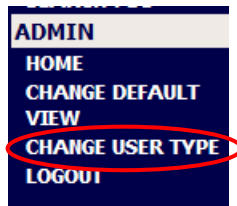
Dean/Department Head Hiring Proposal Approval

Step by Step

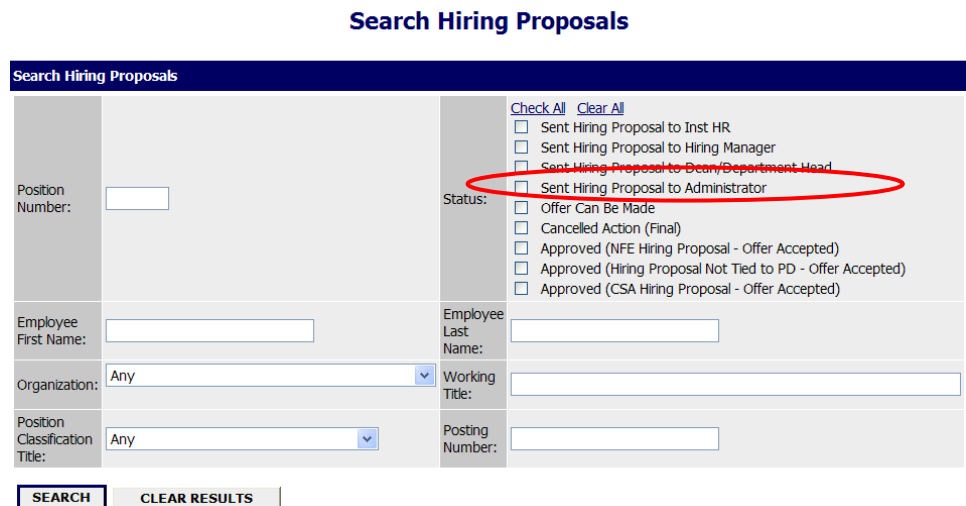
1. You should receive an email informing you that a hiring proposal has been submitted and is awaiting your review and approval.
2. YourFuture can be accessed through SNAP on the HR Tab as shown below, or by going directly to the site <http://yourfuture.sdbor.edu/hr>
 - a. You MUST use your SNAP username and password to access the site.



3. You must be logged in as Dean/Department Head, to change your User Type, select Change User Type on the left-hand column under ADMIN



4. Select "Search Hiring Proposals" on the left-hand column under JOB POSTINGS
 - a. Use the default search selections



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Dean/Department Head Hiring Proposal Approval

5. Select "View/Edit" to review the Hiring Proposal and continue routing it to the proper department.
 - a. You can add a note in the action history if you wish, diagram below
 - i. Notes are part of the permanent record and may be any appropriate information about the recruitment, funding source, etc.
 - ii. Click "Add Note" to add the note to the record.
 - b. When finished select "Continue to Next Page"

View Hiring Proposals

Hiring Proposals									
1 Record									
▲ Position Title	▼ Institution	▼ Organization	▼ Position Number	▼ Posting Number	▼ Proposed Employee First Name	▼ Proposed Employee Last Name	▼ Status	▼ Action Type	▼ Date Updated
Assistant Professor - 9 Get Reports View/Edit List	South Dakota State University	3MAST1-Mathematics & Statistics	SE9320	0002114	Jane	Doe	Sent Hiring Proposal to Dean/Department Head	Faculty/Temp Hiring Proposal for Position Listed Below	10-19-2009

Add Notes

Notes:

ADD NOTES

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

6. Select routing based on your position in the organization chart:
 - a. HR if that is the next approval step
 - b. Administrator (VP) if that is the next approval step
 - c. Click "Continue"
 - d. Click "Confirm"

EDIT

Action Status

Send Hiring Proposal to Inst HR
 Send Hiring Proposal to Administrator

CANCEL **CONTINUE**