

Follow these instructions based upon your User Type in Your Future to complete a hire.

User: HR or Hiring Manager/Assistant

1. Mark candidate as recommend for hire in the status screen.
2. Select “Begin Hiring Proposal” for this candidate from the candidate list
3. Complete pertinent information
 - o For CSA note that the Hiring Manager can’t enter an amount. Discuss with your HR partner who will enter the recommended amount
4. Use the comments box to document further information
5. Hiring Manager sends to HR

User: HR

1. HR enters the recommended rate for CSA, confirms faculty and NFE
2. HR Sends to Administrator

User: Administrator (“Default View” should be set to “Organization” to see all proposals)

1. Select “Search Hiring Proposals”
2. Search using the default search options
3. Select the position
4. Review information
5. Select “Offer Can be Made” on routing screen if approving - this sends it to Hiring Manager

User: Hiring Manager/Assistant (“Default View” should be set to “Organization” to see all proposals)

1. Select “Search Hiring Proposals”
2. Search using the default search options
3. Select the position that has been approved as “Offer Can Be Made”
4. Review and fill in pertinent information
5. On routing screen select:
 - a. “Offer Made – Accepted” - This will automatically update candidate status as hired
 - b. “Cancel Action” if the candidate declines – the candidate status will need to be manually marked as “not hired”

User: HR

1. Go to “Job Posting”, verify status of the candidates, and “fill” position following normal procedures.

* The Hiring Manager (Assistant) is responsible to finalize the Hiring Proposal . The position cannot be marked by HR as “filled” until this final step is taken.