

DEPARTMENTAL USER'S GUIDE

**University of Alabama
Faculty Recruitment
Hiring System**

Managing Applications and Hiring Applicants

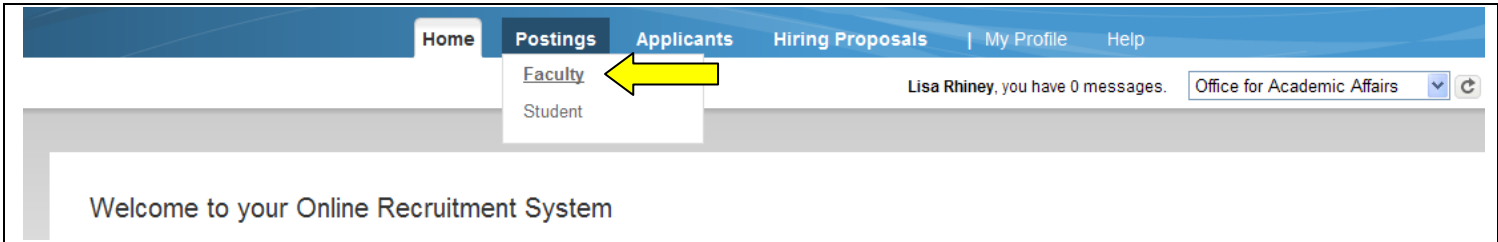
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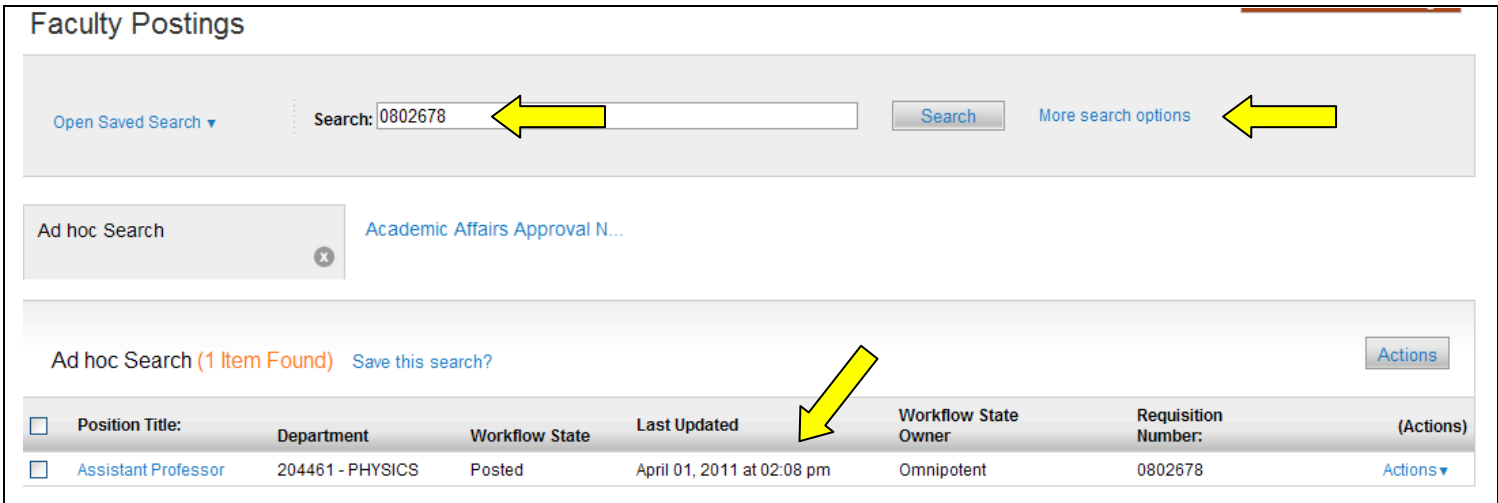
VIEWING APPLICANTS TO YOUR POSTING

After logging into the system, click on **Postings** at the top of the screen. A drop down box will appear, select **Faculty**.

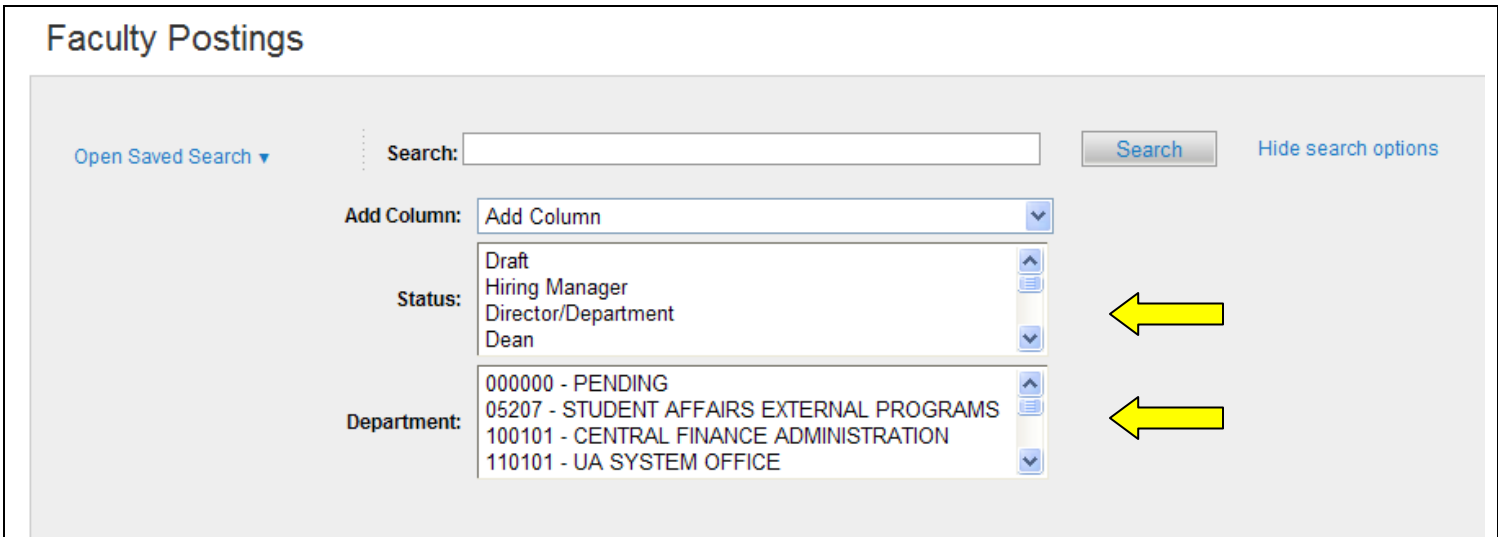


You may search for the requisitions you want to view based on the Requisition Number, Position Title, Organization, or Posting Status. There are several ways to complete a search.

Type in a key word, name or number in the search box then click the **Search** button. In the example below, the requisition number was typed in the search box. The results of the search are reflected below the search box.



Another way to search for requisitions is to select **More Search Options**. Status and Department boxes will appear.



Select the status (more than one status can be selected by holding down the Ctrl button on your keyboard) and the department(s) you want to search. If you don't select a specific department, all departments you have access to will be searched. In this example, the Posted status was selected. The results of the search are shown below the search selection.

Status: Approved for Internal Waiver
 Posted
 Closed to Applicants

Department: 000000 - PENDING
 05207 - STUDENT AFFAIRS EXTERNAL PROGRAMS
 100101 - CENTRAL FINANCE ADMINISTRATION
 110101 - UA SYSTEM OFFICE

Ad hoc Search

Ad hoc Search (148 Items Found) [Save this search?](#) Actions

« Previous 1 2 3 Next »

<input type="checkbox"/>	Position Title:	Department	Workflow State	Last Updated	Requisition Number:	Active Applications	(Actions)
<input type="checkbox"/>	Postdoc	204411 - BIOLOGICAL SCIENCES	Posted	June 12, 2010 at 11:20 pm	0802663	4	Actions ▼
<input type="checkbox"/>	Assistant Professor	204461 - PHYSICS	Posted	April 01, 2011 at 02:08 pm	0802678	77	Actions ▼
<input type="checkbox"/>	Postdoctoral Pool	204461 - PHYSICS	Posted	August 31, 2010 at 02:40 pm	0802763	19	Actions ▼
<input type="checkbox"/>	Assistant/Associate Professor	208131 - FAMILY MEDICINE	Posted	September 24, 2010 at 03:24 pm	0803012	0	Actions ▼

Locate and open the posting you are interested in viewing by selecting **Actions** on the right side of the screen. A drop down box will appear. Select **View Applicants**.

<input type="checkbox"/>	Position Title:	Department	Workflow State	Last Updated	Requisition Number:	Active Applications	(Actions)
<input type="checkbox"/>	Postdoc	204411 - BIOLOGICAL SCIENCES	Posted	June 12, 2010 at 11:20 pm	0802663	4	Actions ▼
<input type="checkbox"/>	Assistant Professor	204461 - PHYSICS	Posted	April 01, 2011 at 02:08 pm	0802678	77	GENERAL View Posting View Applicants
<input type="checkbox"/>	Postdoctoral Pool	204461 - PHYSICS	Posted	August 31, 2010 at 02:40 pm	0802763	19	
<input type="checkbox"/>	Assistant/Associate Professor	208131 - FAMILY MEDICINE	Posted	September 24, 2010 at 03:24 pm	0803012	0	TRACKING Watch

A list of applicants who have applied to this posting will appear. Selected applicant information is provided on this screen, including workflow status, documents attached, and date applied.

Saved Search: "Active Applicants" (1 Item Found) Actions

<input type="checkbox"/>	First Name	Last Name	Workflow State (Internal)	Documents	Application Date	(Actions)
<input type="checkbox"/>	Mike	Rhiney	Approved for Interview by OAA	Resume / Curriculum Vitae, Administrative Philosophy, Cover Letter, Letter of Reference	1 May 17, 2011 at 11:43 am	Actions ▼

GENERAL
[View Application](#)

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria (see the next page for sorting instructions)
- View application (select Actions and View Application from the drop down box)
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., place your cursor over the appropriate criteria. You will see the following images appear as you move over each criterion:

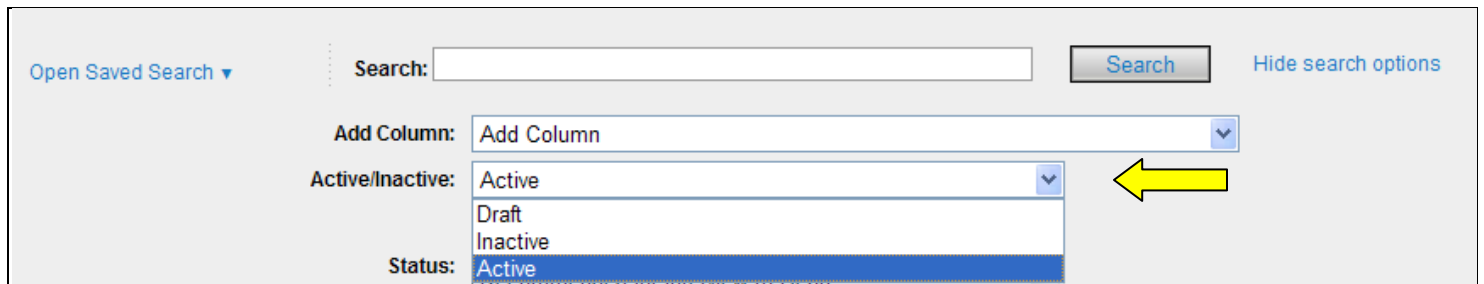


Selecting < > will move the criteria to the left or the right.

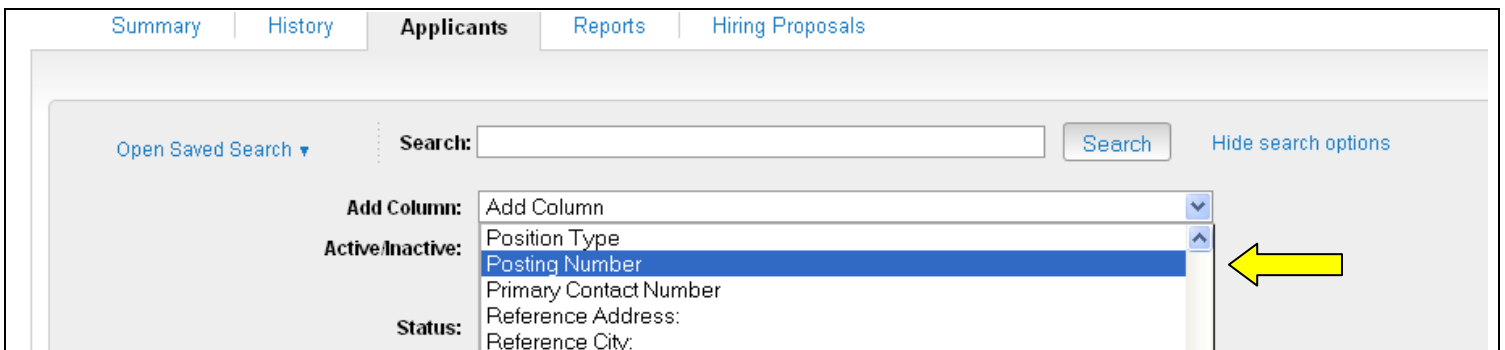
Selecting ↑ ↓ will order the list numerically, alphabetically or by date as appropriate.

Selecting x will delete this column from your search.

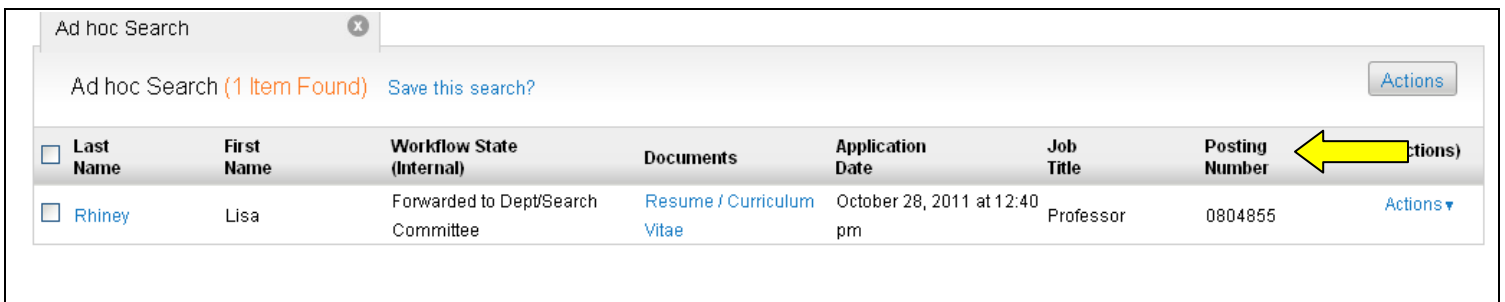
You may also choose to show Active Applicants or Inactive Applicants. This is performed by selecting the status in the Active/Inactive box. Recall that Active Applicants are those still under review and Inactive Applicants are no longer under review. Click the **Search** button to refresh the screen.



You may add additional applicant information to the search by selecting a specific criteria in the Add Column: For example: if you would like the posting number to be included in your search, select Posting Number from the Add Column drop down list.



Once selected, the criteria will appear as part of your search.



Viewing and Printing Applications and Other Applicant Documents

To view and print a single application, click the link **View Application** in the Actions drop down box next to the applicant's name. After clicking on this link, a new screen will appear with the applicant's application.

Saved Search: "Active Applicants" (1 Item Found) Actions

<input type="checkbox"/>	First Name	Last Name	Workflow State (Internal)	Documents	Application Date	(Actions)
<input type="checkbox"/>	Mike	Rhiney	Approved for Interview by OAA	Resume / Curriculum Vitae, Administrative Philosophy, Cover Letter, Letter of Reference 1	May 17, 2011 at 11:43 am	Actions GENERAL View Application

At the bottom of this screen you will see the required and optional documents attached by the applicant. Select the document you would like to view by clicking on the document name. You may print the document if needed.

Required Documents

Kind	Name	Conversion Status
Resume / Curriculum Vitae	Resume / Curriculum Vitae 05-17-11 10:37:51 (2.8 KB)	PDF complete

Optional Documents

Kind	Name	Conversion Status
Cover Letter	Cover Letter 05-17-11 10:41:09 (2.8 KB)	PDF complete
Administrative Philosophy	Administrative Philosophy 05-17-11 10:40:21 (2.8 KB)	PDF complete
Class Schedule	-	-
Letter of Reference 1	Letter of Reference 1 05-17-11 10:41:24 (2.8 KB)	PDF complete

You may also select the documents you would like to view directly from the applicant search page. Select the document you would like to view by clicking on the item listed under Documents. You may print the document if needed.

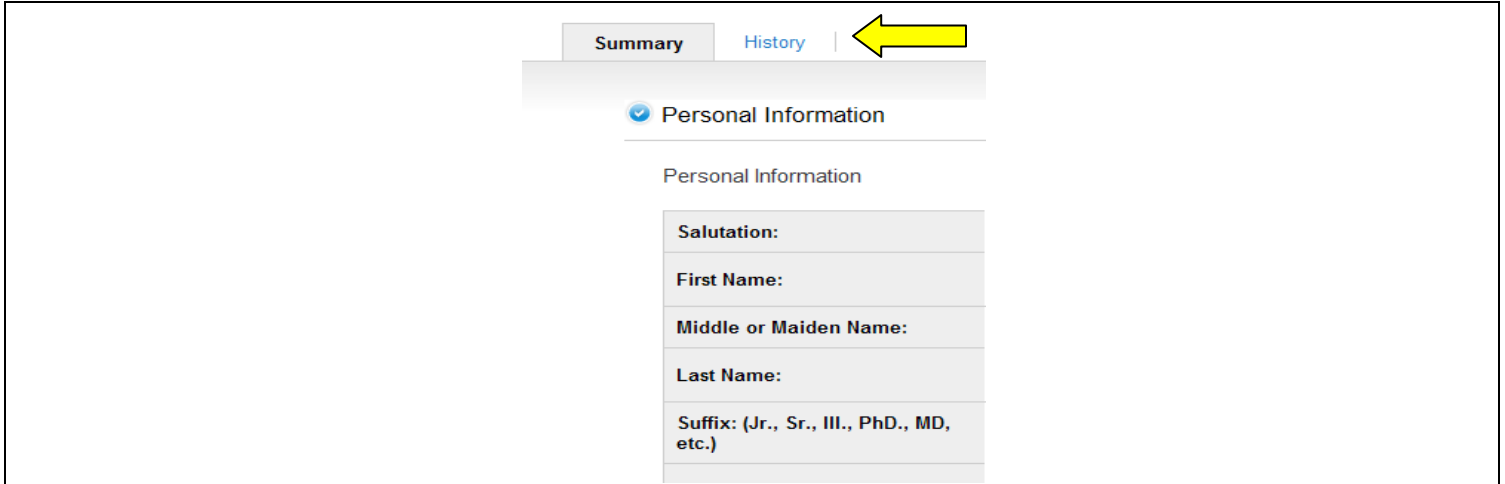
Saved Search: "Active Applicants" (1 Item Found)

<input type="checkbox"/>	First Name	Last Name	Workflow State (Internal)	Documents	Application Date	(Actions)
<input type="checkbox"/>	Mike	Rhiney	Approved for Interview by OAA	Resume / Curriculum Vitae, Administrative Philosophy, Cover Letter, Letter of Reference 1	May 17, 2011 at 11:43 am	Actions

Viewing an Applicant's History

While in the applicant's job application screen, you may view the applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is automatically made in the "History" section.

Select the **History** tab.



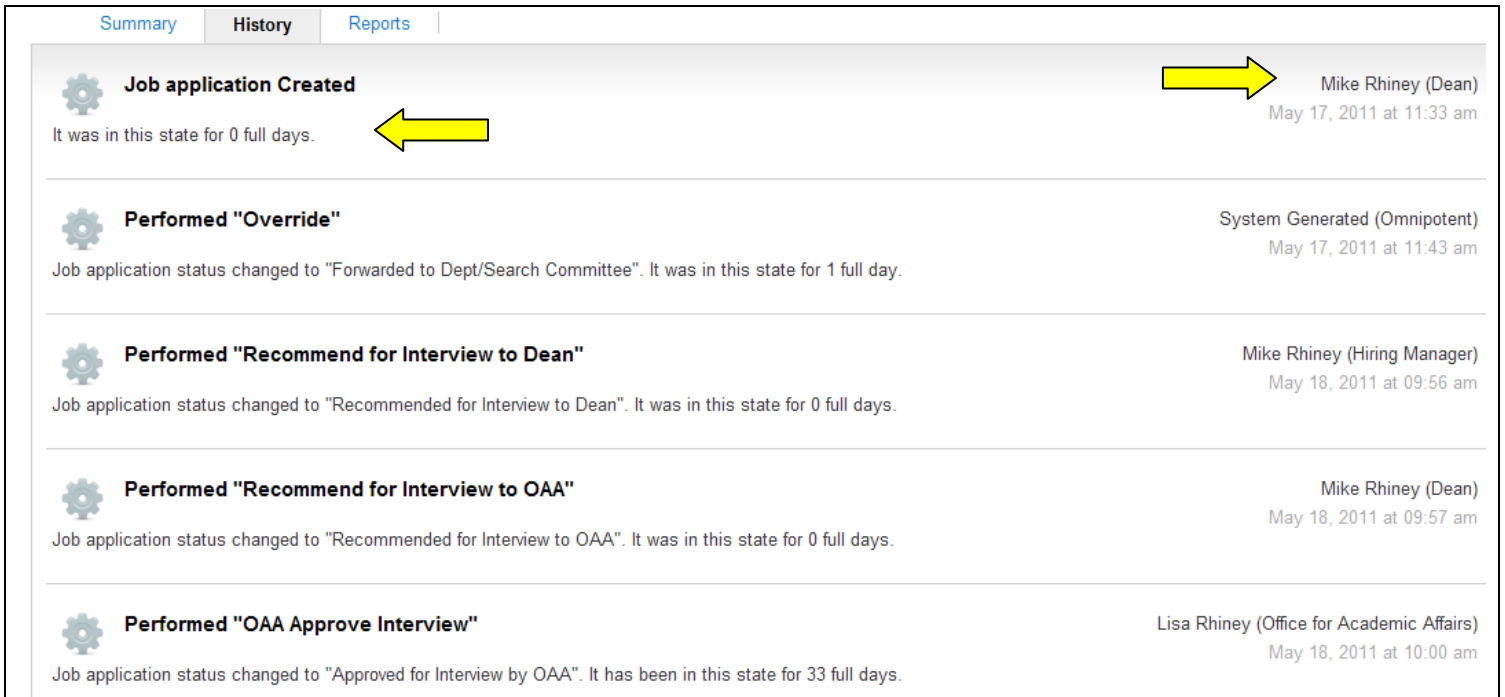
Summary | History | ←

Personal Information

Personal Information

Salutation:
First Name:
Middle or Maiden Name:
Last Name:
Suffix: (Jr., Sr., III., PhD., MD, etc.)

The following screen will appear:



Summary | History | Reports

Job application Created Mike Rhiney (Dean)
May 17, 2011 at 11:33 am

It was in this state for 0 full days. ←

Performed "Override" System Generated (Omnipotent)
May 17, 2011 at 11:43 am

Job application status changed to "Forwarded to Dept/Search Committee". It was in this state for 1 full day.

Performed "Recommend for Interview to Dean" Mike Rhiney (Hiring Manager)
May 18, 2011 at 09:56 am

Job application status changed to "Recommended for Interview to Dean". It was in this state for 0 full days.

Performed "Recommend for Interview to OAA" Mike Rhiney (Dean)
May 18, 2011 at 09:57 am

Job application status changed to "Recommended for Interview to OAA". It was in this state for 0 full days.

Performed "OAA Approve Interview" Lisa Rhiney (Office for Academic Affairs)
May 18, 2011 at 10:00 am

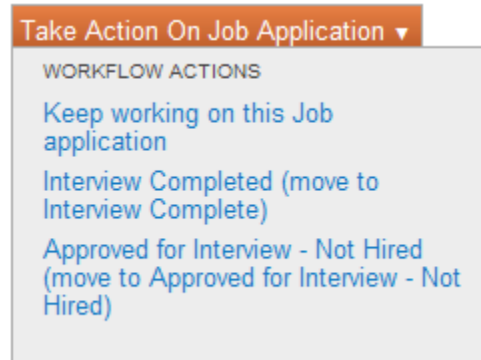
Job application status changed to "Approved for Interview by OAA". It has been in this state for 33 full days.

This screen will list the changes to the applicant's status as well as who made the change and when the change was made. This screen also details how long the application was in a particular status. Notes may be added to this screen by scrolling to the bottom of the page and adding a note in the **Note text** box. Remember, notes are saved in the system and cannot be removed once they are added. Do not comment about any particular applicant in the notes section.

Changing the Status of Applicants

While in the View Application display screen, you can change the status of applicants as you review their applications.

To change the status of one applicant, click the **Take Action on Job Application** on the upper right side of the screen. A drop down box will appear giving you the actions you have authority to enter. In the example below, the applicant's status was at Approved for Interview. The hiring manager has the following actions available:



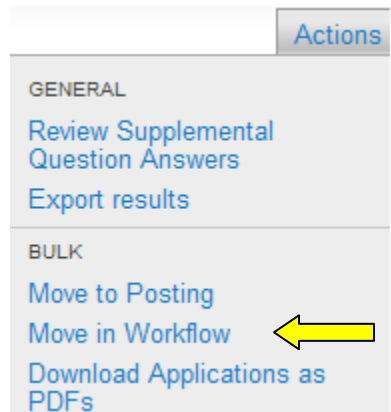
To change the status of multiple applicants at the same time, you must first do a search on the status **FROM** which you want to change the applicant's. In the example below, a search was performed on **Forwarded to Dept/Search Committee**.

The screenshot shows the search interface. At the top, there is a search bar with a "Search" button and a "Hide search options" link. Below the search bar, there are filters for "Add Column", "Active/Inactive", and "Status". The "Status" dropdown is open, showing options: "Draft", "Forwarded to Dept/Search Committee" (highlighted with a yellow arrow), "Recommended for Interview to Dean", and "Recommended for Interview to OAA". Below the filters, there is an "Ad hoc Search" box with "Active Applicants" and "recommend for Interview to OAA" buttons. The main content area shows "Ad hoc Search (59 Items Found)" with a "Save this search?" link and a "Actions" button (highlighted with a yellow arrow). Below this is a table of applicants with columns for checkboxes, First Name, Last Name, Workflow State (Internal), Documents, Application Date, and (Actions). The first row is highlighted in yellow, and a yellow arrow points to the checkbox next to the name "F...".

<input type="checkbox"/>	First Name	Last Name	Workflow State (Internal)	Documents	Application Date	(Actions)
<input checked="" type="checkbox"/>	F...	Meyhandan	Forwarded to Dept/Search Committee		November 23, 2009 at 04:37 pm	Actions ▾
<input checked="" type="checkbox"/>	Swadhin	Taneja	Forwarded to Dept/Search Committee		December 08, 2009 at 05:00 pm	Actions ▾
<input checked="" type="checkbox"/>	camillo	mariani	Forwarded to Dept/Search Committee		December 09, 2009 at 11:11 pm	Actions ▾
<input type="checkbox"/>	Thomas	Kutter	Forwarded to Dept/Search Committee		December 13, 2009 at 06:33 pm	Actions ▾

Check the box next to the names of each applicant that you wish to change from this status and then click the Actions button above the list of names on the right side of the screen.

The following drop down box will appear. Select **Move in Workflow**.



The following screen will appear:

Editing: Workflow States for 3 Applicants

Change for all applicants

Applicant	Current State		Reason
Rishi Meyhandan	Forwarded to Dept/Search Committee	<input type="text" value="Select a workflow state..."/>	
Swadhin Taneja	Forwarded to Dept/Search Committee	<input type="text" value="Select a workflow state..."/>	
camillo mariani	Forwarded to Dept/Search Committee	<input type="text" value="Select a workflow state..."/>	

or

Click on the **Change for all applicants** box as shown above. A drop down list will appear with the actions you can take based on your security level. Once you have selected the workflow state, you may have to select a reason for the change. Once you have done this, click on the **Save changes** button and this particular workflow state will be applied to all of the applicants you selected.

You are able to change all applicants to a single status as shown above, or you can change each applicant to a different status by selecting the drop down box next to their name.

PLEASE NOTE: The status of multiple applicants' can't be changed unless all applicants being changed start with the same status. You must perform a search function as noted.

Recommending an Applicant for Interview

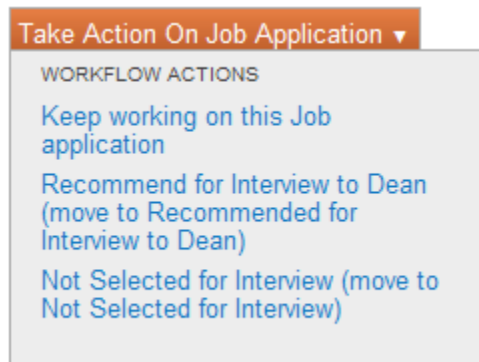
Once you have determined who you would like to interview, select **Actions** and then **View Application** to the right of the applicant's name.

<input type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Documents	Application Date	Job Title	Posting Number	(Actions)
<input type="checkbox"/>	Rhiney	Lisa	Recommended for Interview to Dean	Resume / Curriculum Vitae	October 28, 2011 at 11:40 am	Professor	0804955	Actions ▼

GENERAL

[View Application](#)

Click on the Take Action on Job Application at the top right corner of the screen. A drop down box will appear as shown below.



Change the status to **Recommend for Interview to Dean**. After the Dean has reviewed and approved this action, he/she will change the status to **Recommend for Interview to OAA**. After OAA has changed the status to **OAA Approved Interview** you may begin your interviews.

Status Options that are available at the interview stage of the process:

Hiring Manager

Keep working on this Job application
Recommend for Interview to Dean
Not Selected for Interview

Dean

Keep working on this Job application
Recommend for Interview to OAA
Not Selected for Interview

OAA

Keep working on this Job application
OAA approved interview
Not Selected for Interview

Once the applicants have been approved for interview and the interviews are complete, the Hiring Manager must change the status of the applicant to Interview Completed. Select the applicant whose status you want to change from the list of applicants. Click on Actions and select View Application from the drop down list.

Active Applicants ×

Saved Search: "Active Applicants" (1 Item Found) Actions

<input type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Documents	Application Date	Job Title	Requisition Number	(Actions)
<input type="checkbox"/>	Rhiney	Lisa	Approved for Interview by OAA	Resume / Curriculum Vitae	October 28, 2011 at 11:40 am	Professor	0804855	Actions <ul style="list-style-type: none"> GENERAL View Application

Once you are in the applicant review screen, select Interview Completed from the drop down box.

Take Action On Job Application ▾

WORKFLOW ACTIONS

- [Keep working on this Job application](#)
- [Interview Completed \(move to Interview Complete\)](#) ←
- [Approved for Interview - Not Hired \(move to Approved for Interview - Not Hired\)](#)

Status Options that are available after interviews are complete:

Hiring Manager

Keep working on this Job application
 Interview completed
 Approved for Interview – Not Hired

This selection is used when an applicant has been interviewed, but has not been hired or when an applicant has been approved for interview but was not interviewed and not hired
 Choose one of the following responses:

Applicant declined interview

Applicant withdrew from consideration
 Background check unsatisfactory
 First Alternate
 Less effective interview than applicant hired
 Offer withdrawn
 Other - OAA use only, If uncertain, call OAA for faculty or HR for students
 Position Cancelled
 References unsatisfactory
 Second Alternate

PLEASE NOTE: Only the Hiring Manager has the authority to change the status of an applicant at this point in the process.

Recommending an Applicant for Hire

PLEASE NOTE: The status of an applicant must be at **Interview Completed** before you can begin a hiring proposal!

Once you have interviewed applicants and selected an applicant to recommend for hire, you must create a hiring proposal. Click on the link **Start Faculty Hiring Proposal** link which appears on the right hand side of the screen **ONLY** after the applicant's status has been changed to Interview Completed.

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

+ Start Faculty Hiring Proposal



Select the **Start Faculty Hiring Proposal** link.

Starting Faculty Hiring Proposal

Applicant: Seema Dhamija

Posting: Assistant Professor

Start Faculty Hiring Proposal



The following screen will appear:

Actions / ... / Faculty Hiring Proposal / / Edit

Editing Hiring Proposal

- Hiring Proposal Details
- Hiring Documents
- Hiring Proposal Summary

Hiring Proposal Details

ABC [Check spelling](#) ▾

* Required Information

Position Information

Requisition Number:	0802678
Position Title:	
Other Title Information:	Assistant Professor
* Employee Class:	
* Employment Type:	Regular
* Composite FTE:	1.0

PLEASE NOTE: Complete ALL information boxes on the Hiring Proposal Details page for faculty hires.

Hiring Proposal Details

Fields to be completed in the Hiring Proposal tab: **(PLEASE NOTE: All fields must be completed for faculty hires)**

POSITION INFORMATION: The information in this section is downloaded directly from the system. No changes can be made.

CANDIDATE INFORMATION:

1. **First Name:** This information is downloaded directly from the system. No changes can be made.
2. **Last Name:** This information is downloaded directly from the system. No changes can be made.
3. **Highest Degree Earned:** Choose the CORRECT degree from the drop down box. If you are unsure of the exact degree type, please contact the applicant to verify. If a degree type is not included in the drop down list, please contact OAA so that it can be added.
4. **Year Degree Earned:** Choose the year the degree was earned from the drop down box.
5. **Discipline:** Type in the discipline associated with the highest degree earned.
6. **University:** Type in the University from which the highest degree was earned. Please type the complete name of the University

HIRING DETAILS:

7. **Academic Rank/Position Title:** Select the appropriate Rank/Position Title from the drop down box. This title should match the Position Title in the Position Information section of this screen.
8. **Expected Begin Date of Appointment:** This date should match the date on the PA that will be processed to put the applicant on the payroll. As a general rule, fall appointments begin 8/16/20xx and spring appointments begin 1/1/20xx
9. **Recommended Salary:** The salary information from the Requisition is automatically loaded into this box. You may change the salary amount as needed. This salary should match the salary on the PA that will be processed. If a different salary is negotiated after this approval, please contact OAA immediately so that the Hiring Proposal approval process can be started again.
10. **Years Credit Toward Earning Tenure:**
 - a. Enter N/A for non-tenure earning positions.
 - b. Enter a number (0, 1, 2, 3, etc) for Tenure Track individuals.
Please type in 0 if the applicant will have zero years credit toward tenure.
 - c. Please type the word Tenured – for individuals being hired with tenure (tenure vote documentation must be attached to the hiring documents section of the hiring proposal).
11. **CWID (format xxxxxxxx):** Please enter the applicant's CWID. Do not use any dashes to separate the numbers. **If the employee is new and does not have a CWID – leave this blank when sending the requisition forward for approval to make an offer. However, the PA form must have a CWID when it is sent to OAA – complete and submit the New Faculty/Staff Setup form to obtain a CWID before you process the pa form.** OAA will add the CWID to this screen when the PA for the new employee is received if you did not have one at the time of the hiring proposal approval.
12. **New/Reappointment:** Please indicate whether this appointment is New, Reappointment or Supplemental Pay. **This is a Drop down box.** Select one of the following:
 - a. New to the University – Use if the individual has never worked for the University before.
 - b. New to the Employee Classification – Use if the individual has worked for UA before, but has been hired into a NEW classification. Example... going from an I2 position to an I1 position type. Use this if the last appointment classification is different from the current appointment.
 - c. Reappointment to the same employee classification – Use if the individuals last appointment is the same classification as the current appointment. Example... a temp part time instructor (I4) for Fall 2010 is being rehired for Fall 2011 as a temp part time instructor (I4). The last appointment is the same as the current appointment.
 - d. Supplemental Pay – Use if the individual is a UA employee that has been approved for supplemental pay. An approved supplemental pay form MUST be attached to the Hiring Proposal.
13. **Reasons for selecting the final candidate:** Be sure to describe your specific reasons for selecting the applicant for hire. You should reference educational background, work experience, skills and individual attributes as they relate to the position you are filling. **You should also address the SACS 18 hour rule in this section if necessary.** See the SACS 18 hour rule information on the Faculty Hiring System website. You should also address any discrepancies between the approved requisition and the final hiring proposal. (For example: A requisition is

approved at .25 FTE with a salary of \$3,000. However, you discover that you need the applicant to teach two courses which would change the FTE to .50 and the salary to \$6,000. Please explain the change in this section.)

When you have finished entering your information, click the **Next** button.

After completing the Hiring Proposal Details, the following screen will appear.

Document Type	Name	Status	(Actions)
Offer letter			
Signed Acceptance Letter			
Tenure vote			
Documentation			
Transcript			Actions

Attach documents as appropriate by clicking on the **Actions** Button next to the document type.

- Upload New – Upload a document from your computer
- Create New – Manually type in the document information required
- Choose Existing – Upload a document previously saved in the system

When you have finished attaching documents, click on the **Next** button and the Hiring Proposal Summary page will appear as shown below.

Faculty Hiring Proposal: Kevin Black (Faculty) Edit

Current Status: Draft

Position Type: Faculty
Department: 204461 - PHYSICS
Applicant: Kevin Black
Posting: Assistant Professor

Created by: Lisa Rhiney
Owner: Lisa Rhiney

Take Action On Hiring Proposal

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Director/Dept Approver (move to Director/Dept Approver)
- Canceled (move to Canceled)
- Dean (move to Dean)

Summary | History | Settings

Hiring Proposal Details Edit

Position Information

Requisition Number:	0802678
Position Title:	
Other Title Information:	Assistant Professor

Select the appropriate next step from the drop down list in the **Take Action On Hiring Proposal** section at the top right corner of the screen as seen above.

Status Options that are available after completing the hiring proposal:

The Hiring Manager can select from the following:

Keep working on this Hiring Proposal
Director/Dept Approver (Move to Director/Dept Approver) (some colleges do not use this step)
Dean (Move to Dean)
Cancelled (Move to Canceled)

The Director/Dept Approver can select from the following:

Keep working on this Hiring Proposal
Return to Hiring Manager (Move to Hiring Manager)
Send to Dean (Move to Dean)
Cancel Hiring Proposal (Move to Canceled)

The Dean can select from the following:

Keep working on this Hiring Proposal
Return to Hiring Manager (Move to Hiring Manager)
Return to Director/Dept Approver (Move to Director/Dept Approver)
Cancel Hiring Proposal (Move to Canceled)
Send to OAA (move to OAA)

OAA can select from the following:

Keep working on this Hiring Proposal
Return to Dean (Move to Dean)
Cancel Hiring Proposal (Move to Canceled)
Approved for Offer – Start background check

Making the Offer and Attaching Documents

Once the hiring proposal has been approved by OAA, the Hiring manager should start the background check process and should begin attaching appropriate hiring documents to the system.

The first step is to search for offers that have been approved by OAA.

Click on **Hiring Proposals** at the top of the screen. In the status box, select **Approved for Offer – Start Background Check**. Then select the **Search** button.

If any OAA approved offers exist, they will appear at the bottom of the screen. Select **Actions** on the right side of the screen for the application to which documents will need to be attached. A drop down box will appear, select **Edit**.

First Name	Last Name	Hiring Proposal Number	Position Title	Requisition Number	Status	Last Updated	(Actions)
Lisa	Rhiney	201100037	Professor	0804855	Approved for Offer - Start Background Check	October 28, 2011 at 02:29 p	Actions▼ View Edit

The Hiring proposal details will appear. On the left side of the screen select **Hiring Documents**. The following screen will appear:

Document Type	Name	Status	(Actions)
Offer letter			Actions▼
Signed Acceptance Letter			Actions▼
Tenure vote			Actions▼
Documentation			Actions▼
Transcript			Actions▼

Attach the following required documents:

Offer Letter

All applicants hired should have an official offer letter attached to the system.

There should be a signature line at the bottom of the letter for the applicant to accept the offer.

Signed Acceptance Letter

All applicants should sign and return a copy of their offer letter so that it may be attached to the system.

Tenure Vote

All applicants who are being offered tenure as part of their offer must have the department tenure vote documented and attached to the system. This document should be attached BEFORE the hiring proposal is sent through for approval.

Documentation

This document may be used for any other documentation you would like to attach as part of the hiring history.

Transcript

All hires must have a copy of their Official Transcript attached to the system. Please see the UA Official Transcript Policy.

Status Options that are available after the hiring proposal has been approved for offer:

The Hiring Manager can select from the following:

Keep working on this Hiring Proposal
Send to HR for Background Check
No BG check required – Send to Dir/Dept to Attach Docs
No BG check required – Send to Dean to Attach Docs
Offer Declined (select the appropriate reason)
Cancel Hiring Proposal

If sent to HR for background check, the following options will appear for the Hiring Manager once the check is complete

Keep working on this Hiring Proposal
Offer Accepted – Send to Dir/Dept to Attach Docs
Offer Accepted – Send to Dean to Attach Docs
Hire Not Approved (due to BG check)
Cancel Hiring Proposal

The Director/Dept Approver can select from the following:

Keep working on this Hiring Proposal
Offer Accepted – Send to Dean to Attach Docs
Offer Accepted – Send to HM to Attach Docs

The Dean can select from the following:

Keep working on this Hiring Proposal
Offer Accepted – Send to Dir/Dept to Attach Docs
Offer Accepted – Send to HM to Attach Docs
Docs Attached – Sent to OAA

OAA can select from the following:

Keep working on this Hiring Proposal
Return to Dean (Move to Dean)
Cancel Hiring Proposal (Move to Canceled)
Approved for Offer – Start background check

Processing the Personnel Action Form

Before processing a Personnel Action form, all applicants to the requisition must have their status changed as appropriate. Once this is complete and the applicant's hiring proposal status is changed to **Docs Attached – Sent to OAA**, the PA form can be processed.

If the applicant's start date is approaching and all required documents are not available (example: transcript), the PA form may be processed but the requisition will remain outstanding until all documents have been attached. The College/Dept should not change the status of the Hiring proposal to Docs Attached – Sent to OAA until that process is complete.

The Dean's Office should monitor all hiring proposals waiting for documents to be attached.

PA's for new, renewable, clinical and temporary employees must include a requisition number on the PA form. All I4 pa's must include the course description information in the comments section of the PA.