

PeopleAdmin Applicant Tracking System Guidelines

Submitting a Hiring Proposal

This guide outlines the actions needed after a finalist has been selected within PeopleAdmin:

Step 1: Access PeopleAdmin by entering <https://careers.utrgv.edu/hr> in URL.

Step 2: Log into PeopleAdmin with University credentials.

The University of Texas Rio Grande Valley

[Click here to log in with your UTRGV credentials](#)

The boxes below are only to be used by Guest Users.
Use the link above if intending to log in with your UTRGV credentials.

USERNAME

PASSWORD

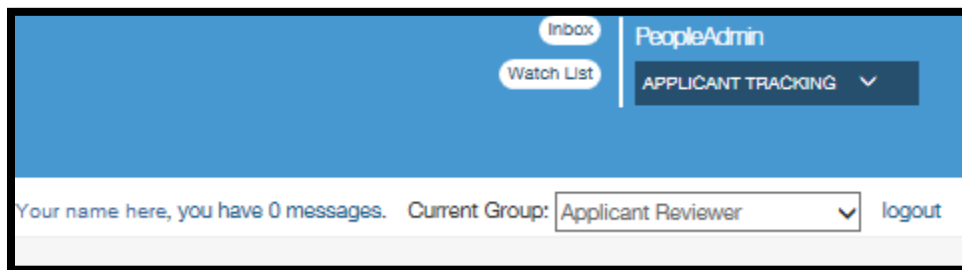
Log In

Authenticate with single sign-on? [SSO Authentication](#)

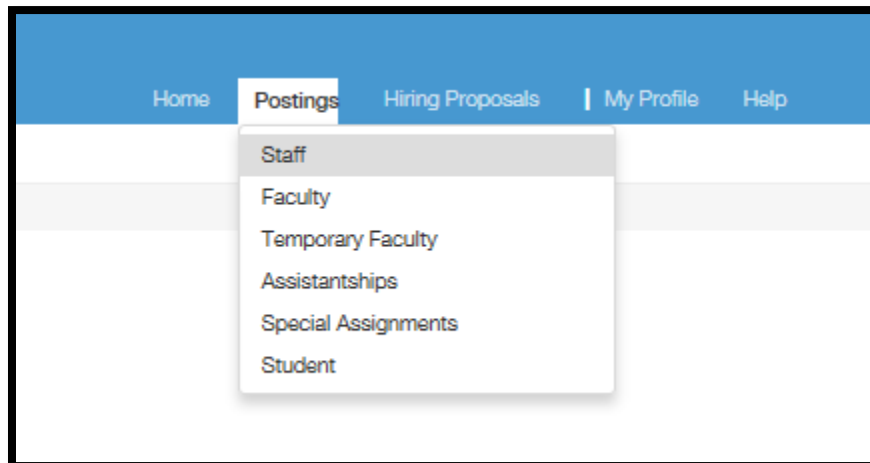
Initiating a Hiring Proposal

Step 3: Once you have made the decision on your finalist a Hiring Proposal will need to be submitted. In order to initiate a Hiring Proposal you must be in the role of *Applicant Reviewer*. You can verify which role you are in by selecting it from the drop down menu.

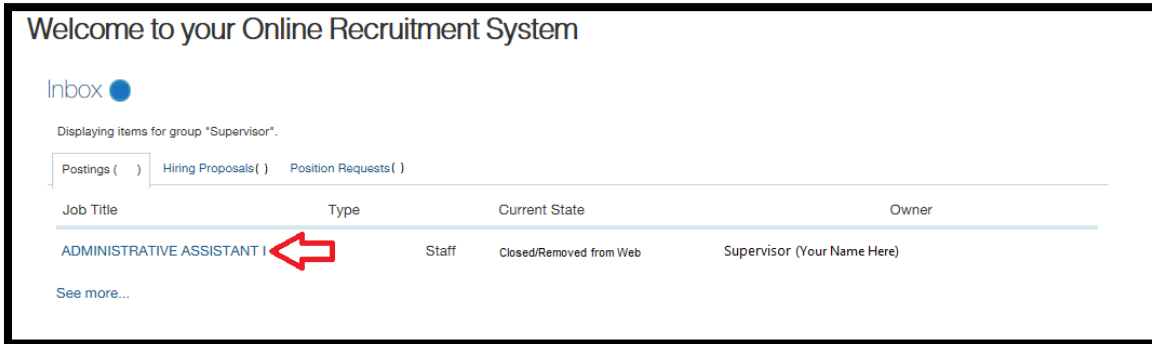
***Please note, for first time users the welcome screen may default to the employee role.



Step 4: Click the *Postings* tab and select *Staff*. Then select position by clicking on the job title from the list of job titles populated.

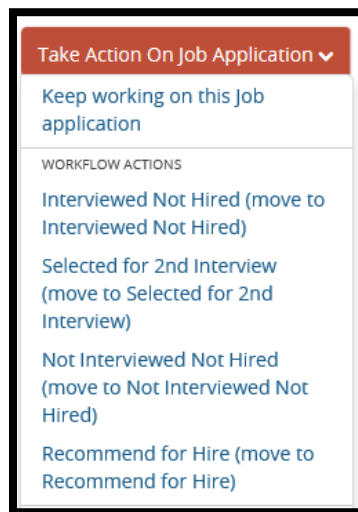


Step 5: Then select position by clicking on the job title from the list of job titles populated.



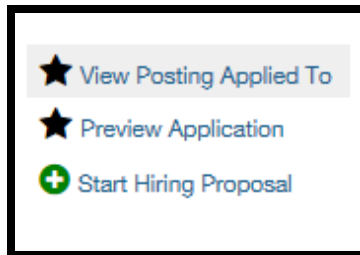
Step 6: On the *Summary* page, select the *Applicants* tab in order to view the active applications.

Step 7: On the Applicant Listing page, click on the name of the recommended candidate to open the application. Across from their name, you will see the orange Take Action box. Hover over it and select "Recommend for Hire".



Note: All other candidates should be dispositioned at this point. You may leave some candidates under Selected for 1st Interview or Selected for 2nd Interview in case the recommended finalist declines.

Step 8: Continue on the recommended candidate's application *Summary* page and click on "Start Hiring Proposal" located across from the candidate's name.



Note: You will also be asked to confirm on the next page that you do want to initiate the Hiring Proposal or if you want to cancel it before initiating the process.

Step 9: You will be required to fill in information needing in the hiring process, such as the proposed salary, approved start date, FTE etc.

Note: Keep in mind that HR reviews the proposed salary based on the Salary Placement guidelines. You can refer to these guideline by visiting the Human Resources site under [Compensation FAQs](#) (question 2).

Salary	<input type="text"/>
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This field is required.

Division/Organization	<input type="text" value="Please select"/>
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This field is required.

Location	<input type="text" value="Edinburg, Texas"/>
Department	<input type="text" value="Please select"/>

Once all required fields are completed, click on Next to continue.

Note: If a required field is left blank, an error message will appear at the top of the page identifying the issue.

Step 10: On the Hiring Proposal Documents page, you will have the opportunity to provide information such as budget authorization and salary justification, which can assist with the process of reviewing the proposed salary. Once finished, click on Next to review the hiring proposal.

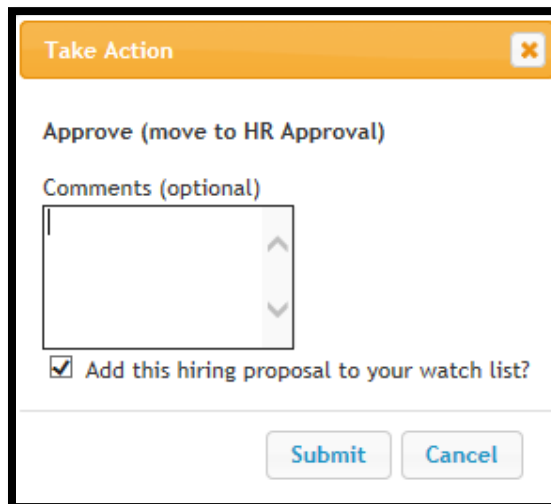
Note: Providing documents in this page is not a requirement.

Step 11: Make sure that all information provided is accurate and that a green check mark is shown next to the Hiring Proposal. You will then choose what the next action will be. You can

either save by clicking on “Keep working on this Hiring Proposal”, cancel by clicking on “Hiring Proposal Canceled”, or approve by clicking on “Approve (move to HR Approval) for HR to review.



Step 12: You can provide comments if necessary before clicking on “Submit” to forward the information to HR.



Note: Once submitted, you will see the current status change to “HR Approval” found on the left hand side of your screen. An HR Representative will then review and initiate the hiring process. You will be contacted if there are any questions with the hiring proposal or if further information is required.



For questions please contact:



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