

PeopleAdmin Applicant Tracking System Guidelines

How to Transition a Finalist to Recommended for Hire & How to Submit a Hiring Proposal

This guide outlines the actions needed to select a finalist as “Recommend for Hire” and how to submit the hiring proposal within PeopleAdmin:

Step 1: There are two ways to access PeopleAdmin. You may login through My UTRGV and select the PeopleAdmin Icon, or by entering [Careers](#).

Step 2: If you login using the URL, proceed with entering the 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

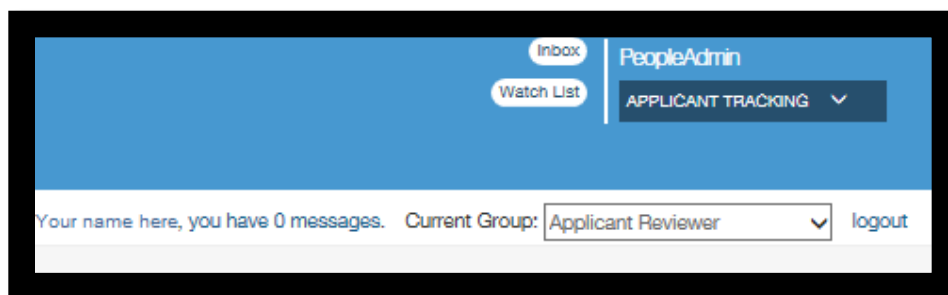
PASSWORD

[Log In](#)

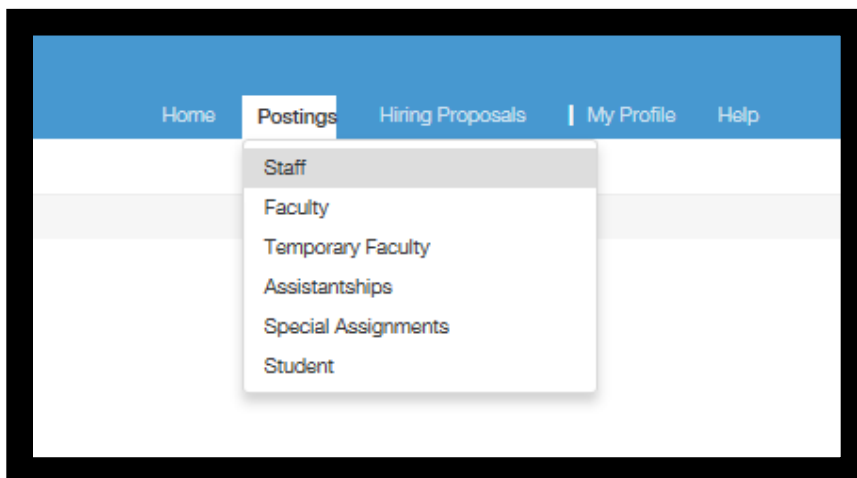
Authenticate with single sign-on? [SSO Authentication](#)

Step 3: Once you have made the decision on your finalist, you will need to move the application through the workflow stage to “Recommend for Hire”. To transition the finalist, 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.



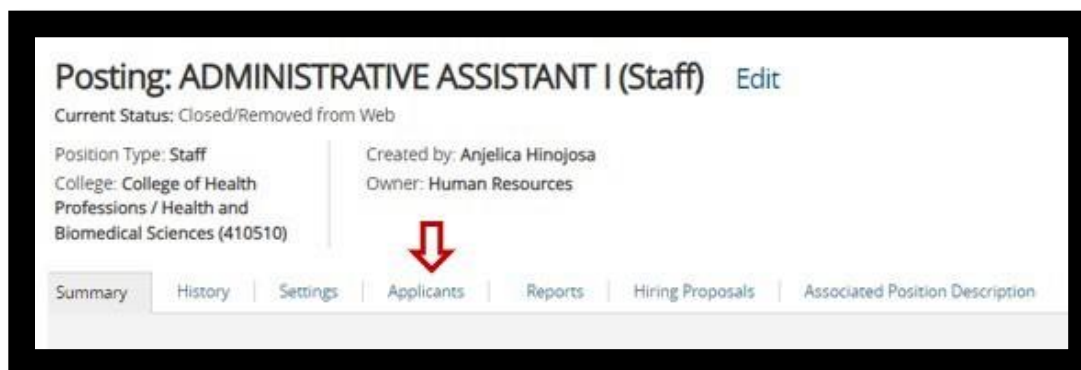
Step 4: Click the **Postings** tab and select **Staff**. Then select the position by clicking on the job title from the list of job titles populated.



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 to view the active applications.

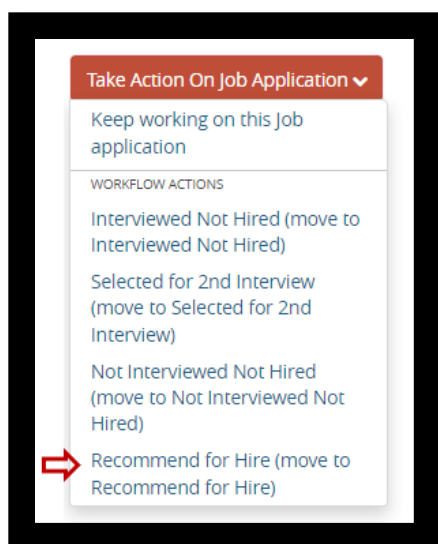


Step 7: On the Applicant Listing page, click on the name of the recommended candidate to open the application.

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: Across from their name, hover over the **Take Action** box and select “Recommend for Hire”. If you do not see this option, make sure to move the finalist to “Selected for 1st Interview” and then you will see the option.

Note: Selecting “Recommend for Hire” will not send an automated email to the Recruitment team. To ensure that Recruitment is notified that someone has been recommended for hire, be sure to continue to the next steps on initiating the hiring proposal.

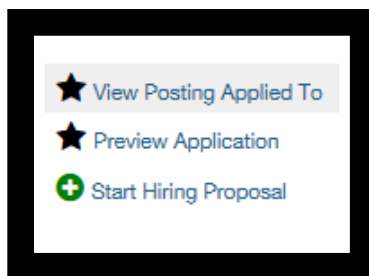


Initiating the Hiring Proposal

Step 1: Continue to the recommended candidate's application **Summary** page and click on “Start Hiring Proposal” located across from the candidate's name.

Note: Selected candidate must already be under the workflow state of “Recommend for Hire” in order to start the Hiring Proposal.

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 2: You will be required to fill in information needed in the hiring process, such as the reference check, proposed salary, approved start date, FTE, Key/Access Card Request Section, etc.

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

Hiring Information

[Recommended Salary Guidance](#)

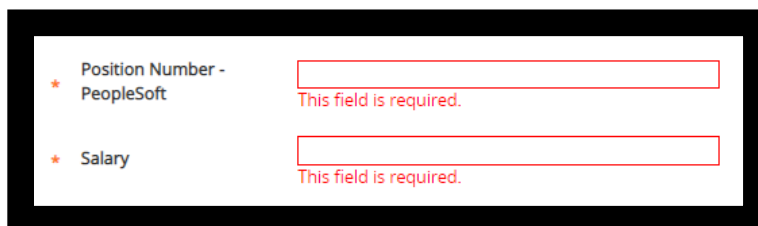
* Hiring Action This field is required.

If the candidate is a current UTRGV employee (full-time or part-time), have you contacted their current supervisor for a reference check? This field is required.

If "No", please note that in order to proceed, you must contact their current supervisor. If "Yes", was feedback positive or negative? If "N/A", please provide the reason (no response, external candidate, etc.)

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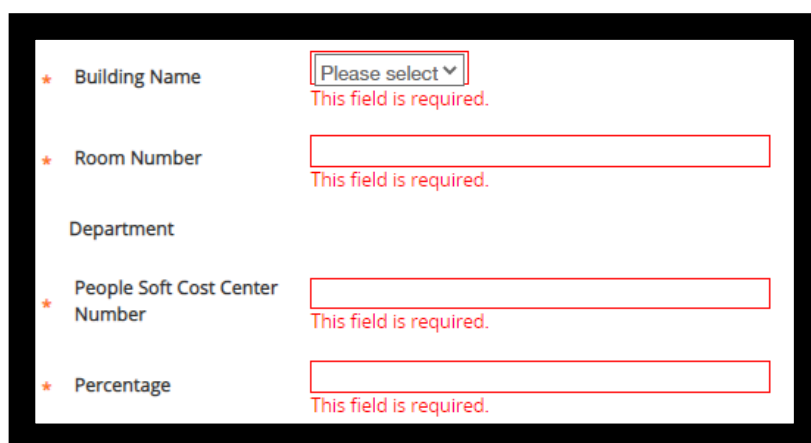
Note: If the finalist is a current employee (full-time or part-time), a reference check MUST be conducted with their current supervisor.



★ Position Number - PeopleSoft
This field is required.

★ Salary
This field is required.

Note: The Position Number – PeopleSoft is referring to the position number assigned to the vacancy. If the posting has multiple approved vacancies, then use an available position number.



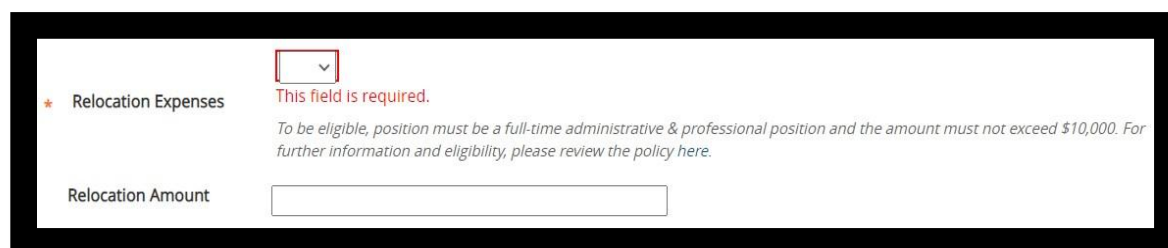
★ Building Name
This field is required.

★ Room Number
This field is required.

Department

★ People Soft Cost Center Number
This field is required.

★ Percentage
This field is required.



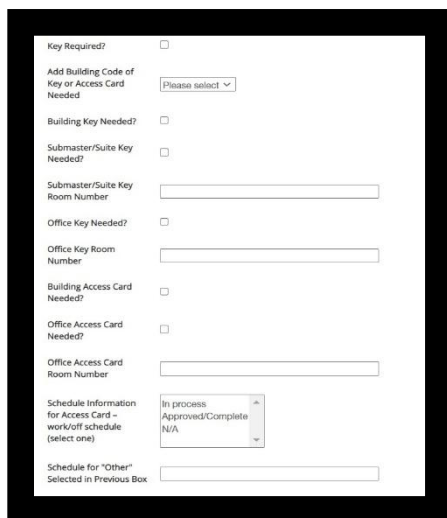
★ Relocation Expenses
This field is required.

To be eligible, position must be a full-time administrative & professional position and the amount must not exceed \$10,000. For further information and eligibility, please review the policy [here](#).

Relocation Amount

Note: If the candidate is eligible for relocation expenses, select “Yes” and provide the amount. If the candidate is not eligible, select “No” and leave the next field blank.

Note: You may indicate if the new hire/transfer will need a key or an access card. Select the appropriate type of key/access card and provide the necessary information.



The screenshot shows a form with the following fields and options:

- Key Required? ☐
- Add Building Code of Key or Access Card Needed?
- Building Key Needed? ☐
- Submaster/Suite Key Needed? ☐
- Submaster/Suite Key Room Number
- Office Key Needed? ☐
- Office Key Room Number
- Building Access Card Needed? ☐
- Office Access Card Needed? ☐
- Office Access Card Room Number
- Schedule Information for Access Card – work/off schedule (select one)
Approved/Complete
N/A
- Schedule for "Other" Selected in Previous Box

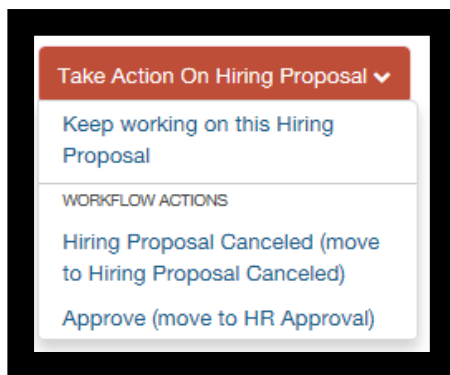
Note: If a required field is left blank, an error message will appear at the top of the page identifying the issue. Once all required fields are completed, click on Next to continue.

Step 3: 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 4: 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.”

Note: Be sure to click on “Approve (move to HR Approval)”, this will send an automated email to the Recruitment team. If you do not select this option, the proposal will remain as “Draft” and will not notify the team.



Step 5: You can provide comments, if necessary, before clicking on “Submit” to forward the information to HR.

Note: Once submitted, the hiring proposal will no longer be viewable. However, the Recruitment team will receive it and an HR Representative will review and initiate the hiring process as soon as possible. You will be contacted if there are any questions with the hiring proposal or if further information is required.

Note: Since the proposal is not viewable while the Recruitment team is in the hiring process, the offer letter will not be accessible until after it has been extended, accepted, and finalized.



For questions please contact:



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