

# HIRING PROPOSALS

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1. The Hiring Manager will dispense and submit the final candidate recommended for selection and the finalists to the HR Recruiter for review and approval in PAPER57. If approved, the HM will initiate a Hiring Proposal for the selected candidate. In the Hiring Proposal, the HM will have the opportunity to propose a starting salary, propose an effective date and attach documents such as the references and matrix. Once the Hiring Proposal is completed, the hiring manager will submit the proposal to the BUD and the VP (if additional funds are needed) for approval. The BUD will submit the hiring proposal to HR for approval.
2. The candidates who are recommended for hire will remain an active group to be utilized as alternates if the chosen finalist declines the position.
3. The HR Recruiter will send emails to those candidates who are not recommended for hire.
4. The Hiring Manager is the only user who can begin the Hiring Proposal.
5. Once approved by HR, the Hiring Proposal will be returned to the HM. The HM will receive an e-mail from the HR Recruiter informing them that they may proceed with the verbal offer.
6. If the candidate accepts the verbal offer, the HM will return the hiring proposal back to HR so an offer letter and other new hire materials can be mailed to the new hire.
7. If there are salary negotiations, the HM must receive approval from HR before offering a candidate a salary different than the salary that was originally requested in the hiring proposal.
8. If the candidate declines the offer, the HM will return the hiring proposal back to HR noting that the candidate declined the offer. The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.

# Sample Proposal For Hiring New Staff

**Steve Williams**



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