

Hootie's Employee Recruitment, Onboarding, & Exiting System (HEROES)

Position Descriptions, Postings, and Hiring Proposals

Dean/VP User Guide

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Introduction

Welcome to Oregon Tech's HEROES software. The system has been implemented in order to improve and digitize tasks involved in the position management, recruitment, employment applications, hiring, onboarding, and exiting processes.

Tasks Available in HEROES*:

- Create new position descriptions
- View and modify existing position descriptions
- View pending position requests
- Initiate and view postings
- View and print application materials
- Approve position, recruitment, and hiring actions
- Obtain budgetary approval on position, recruitment, and hiring actions

*dependent upon assigned role and department

Best Web Browsers to Use

HEROES, hosted by PeopleAdmin, is designed to run in a web browser over the Internet. The system works best in Chrome but supports browser versions of Firefox current (auto update), Internet Explorer 8, 9, 10 and Safari 6.0.

The site also requires users to have Adobe Acrobat Reader installed. Please contact Information Technology Services (ITS) at 541.885.1470 for assistance if you do not already have this software.

Security of Information / Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log users out after 3 hours of no activity. However, anytime a user leaves their computer it is strongly recommend that they save any work in progress and log out of the system by clicking on the Logout link located in the top right hand corner of the screen.

System Questions

User guides and quick reference documents related to HEREOS are located on the <u>Human Resources Systems</u> page.

Users are also welcome to contact the Office of Human Resources for assistance:

541.885.1120 oithr@oit.edu

User Expectations

Users of Oregon Tech's HEROES may have access to information related to applicants, current employees, and current employee position information. Users are responsible for respecting the confidentiality of information accessed via computer information systems and understand that this information is to be used only for official university purposes.

Users shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of their position. Users understand that they will use this system in accordance with university policies and understand that any misuse or inappropriate disclosure of such information could result in in termination of employment or other disciplinary actions.

Users are responsible for safeguarding HEROES login credentials. Users will not share credentials with others and are expected to store credentials in a secure location. Information Technology Services should be contacted immediately if there is any suspicion that credentials have been compromised.

Logging Into HEROES

- 1. Log in to <u>TECHweb</u>.
- 2. Click on the Faculty/Staff link.
- 3. Click on the Human Resources menu item.
- 4. Click on the HEREOS menu item.

You may be prompted to enter your Oregon Tech username and password again. If you are, please do so.

If you are directed to a screen with a black background, click on the link titled SSO Authentication located under the Log In button. This will redirect you to an Oregon Tech login portal. A quick reference for troubleshooting this is located on the <u>Human Resources Systems</u> page.

If you experience any issues with the login, please call 541.885.1120.

HEROES Navigation Essentials & System Terminology

Key system terms are bolded.

The Home Page

This is the page you see when you log in.

Oregon <mark>TECH</mark>				Welcome,	Hootie Owl 🥊	My Profile Hel User Group: Employee	p logout (hootie.owl)
Home						2	Shortcuts 👻
Inbox Special Handling Lists	Postings 5	Hiring Proposals 2	Position Requests 1	Onboarding Tasks	My Link Applican User Gui	t Portal	
SEARCH				Filters	Quick Re Onboard Candidat		
TITLE		CURRENT STATE	DAYS IN CURRENT	r state			

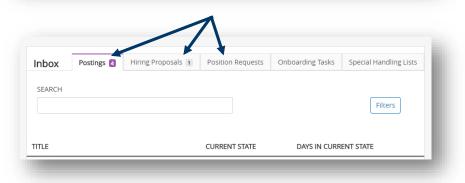
It presents a dashboard that provides access to:

Summary views of your Inbox and Watch List.

The **Inbox** presents within the system that are in your queue. These tasks include all items that you are authorized to act on.

Inbox	Postings 4	Hiring Proposals 1	Position Requests	Onboarding Tasks	Special Handling Lists
SEARCH					Filters
TITLE			CURRENT STATE	DAYS IN CURRI	ENT STATE
Instructor Humanities ar	nd Social Sciences		Provost	39	
Administrat Dental Hygien	ive Program Assis le	stant	Provost	40	
Dental Assis			Provost	40	
Dental Hygien					

• Navigate between the three main Inbox tabs by clicking on the tab names.



• The number next to each tab title indicates how many items are active within the specific workflow for your department.

Inbox	Posting s 🟮	Hiring Proposa s 2	Position Reques s 1	Onboarding Tasks
Special Handling Lists				
SEARCH				
				Filters

• The Watch List allows you to follow the progress of items for your department. The Watch List shows you where items are in the workflow. Items are automatically removed from your Watch List when they are completed or canceled

Watch Li	st	Postings	1 Hiring Proposals	1 Position Requests 1
SEARCH				Unwatch Postings
	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
	Instructor Humanities and Social Sciences	Faculty	Provost	Provost

Alerts and Other Announcements

If there are any active **alerts** or **announcements** about HEROES, they will appear above the Inbox.

Alerts (1 ale	rt from the administrator)	
TYPE	MESSAGE	
0	This is a test of the HEROES announcement system.	
Inhox	Postings 9 Users 30 Hiring Proposals 18 Position Requests 32	Onboarding Tasks Special Handling Lists
<u>inks</u>		Shortcuts 🔻

Modules

Modules are functional areas. HEROES is broken up into three modules:

- Positions (this is where position descriptions are housed)
- Hire (this is where recruitments are housed)
- Onboard (this is for new employee paperwork, resources, etc.)

Positions Module (Orange banner)

The **Positions module** gives the Department User or Department Head/Director role access to create new position descriptions and to view and/or modify existing position descriptions.

Positions	TEOU		Welcon	ne, Hootie Owl 🛛 <u>N</u>	<u>My Profile</u> User Group	- 1	<u>logout (hootie.owl)</u>
Oregor	TECH				Dean/VP		Ŧ
Home	Position Descriptions -	Classifications •				Sho	rtcuts 🝷
Inbox	Postings [] Hiring Proposals	1 Position Requests	Onboarding Tasks Special Handling Lists	My Links			
SEARCH				User Guic Quick Ref			

The initiation of a new position or modifying a current position creates a position request. A **position request** is the mechanism that accomplishes these tasks. Position requests carry a new or modified position description through the approval queue.

Hire Module (Blue banner)

The **Hire module** gives a department user or department head/chair role access to create and view postings, to create and view hiring proposals, and to view applicants.

Hire		Welco	me, Hootie Owl	<u>My Profile</u>	<u>Help</u>	logout (hootie.owl)
Oregor	TECH			User Gro	lb:	•
Home	Postings 🔻	Hiring Proposals -			Sho	ortcuts 🔻
Inbox	Postings 4	Hiring Proposals 1 Position Requests Onboarding Tasks Special Handling Lists	My Lir	iks nt Portal		
SEARCH		Filter	User G	uides References		

- **Postings** are announcements of job vacancies / job openings. Applicants apply to postings and HEROES gathers applications into one central location in the Hire module.
 - Postings are typically created from a position description once the position description has been finalized and approved.

• A **Hiring Proposal** carries an applicant and position information through the approval queue, connects a selected applicant to a position description, and connect a selected applicant the onboarding module.

Onboard Module

The **Onboard module** is used to onboard new employees and provide hiring managers with resources to assist with onboarding new employees.

regon TECH	_		MY TASKS FILES
AFF LIST	MY TASKS		
IPER HOOTIE	Needs Attention Completed		
DOTIE OWL	You have 5 tasks.		
	Type to start searching		
	ALL TASKS	Bulk Actions:	Bulk Action Selection GO
	TASK CHECKLIST	DUE DATE	DELETE ACTIONS
	Checklist for Onboarding Super Hootie Classified, Benefit New Employees	ts Eligible	VIEW

Switching Between Modules

If you accidentally navigate away from a module, click on the ellipses (...) and then click on a module option.

egon TECH	Hire Hire	H
	Positions	
me Postings -	🚯 Onboard	
	OTHER TOOLS	

<u>Roles</u>

Roles are collections of permissions, not groups of people. The HEROES roles are described in the table below.

Depending on your position at Oregon Tech, you may have access to multiple roles. If you cannot access the area where you need to work, check your current role and change if necessary.

Access limits have been established for each role. Each role's access is dependent upon the role's general access AND based on the department to which a user is assigned.

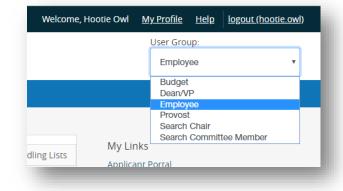
Role Definitions

Department User	The Department User role has access to items within their assigned department(s). The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department users are able to initiate new and view current postings and hiring proposals for their department.
Department Chair/Director	The Department Chair/Director role provides departmental approval on position, recruitment, and hiring actions for all positions within their department. The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department Chair/Director users are able to initiate new and view current postings and hiring proposals for their department.
Dean/VP	The Dean/VP role provides college/division approval on position, recruitment, and hiring actions for all positions within their college/division. Dean/VP users are able to view existing college/division position descriptions and pending position requests, postings, and hiring proposals.
Budget	The Budget role provides budgetary approval on position, recruitment, and hiring actions for all positions within their college/division. Budget users are able to view and approve pending position requests, postings, and hiring proposals.
Provost	The Provost role provides approvals on position, recruitment, and hiring actions for any position across the university as needed. The Provost role is able to view and approve pending position requests, postings, and hiring proposals.
Search Chair	Within an assigned search, the Search Chair role is able to view the recruitment's associated position description, view and print application materials, and change applicants' statuses and advance them to certain stages of the recruitment.
Search Members	Within an assigned search, the Search Committee Member role is able to view the recruitment's associated position description and view and print application materials.
President	The President role provides approval on position, recruitment, and hiring actions for all positions as needed. The President role is able to view and approve pending position requests, postings, and hiring proposals.
Human Resources	Has omnipotent access to all items across the university.
HR Admin	Has omnipotent access to all items across the university. Also has access to make changes to the HEROES system.

Switching Between Roles

To switch between roles, click on the role drop down list at the top right of your screen click on the role you need to use.

Your role list may be different than Hootie's in the screen shot above based on role(s) assigned to your position and your department(s).



Setting Your Preferred Role and Module at Login

To set the system to default on log in to a particular role and/or module, follow these steps:

• Click on **My Profile** from the menu bar at the top of the screen.

User Grou	ıp:	
Search	Committ	ee Member 🔹
	Sho	ortcuts 👻

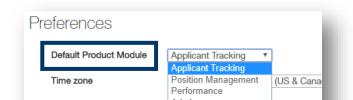
• Navigate to the Take Action On User button near the upper right corner and select Edit Profile OR click on Edit next to User Details in the tabbed section below the user information.

	Current Status: Approved	
Take Action On User	Hootie Owl	Groups
ITEM ACTIONS	Employee	Budget
Edit Profile	Username: hootie.owl	Dean/VF
Request Group Change	Supervisor: N/A	More
Manage System Emails	Email: OregonTechHR@gmail.com	
	Phone:	
	Summary Manage Emails	

- Under Account Information, find **Preferred Group On Log In** and click on the dropdown to select the role you want to be logged into upon signing in.
- Depending on your assigned role(s), your list may be different than Hootie's is in the screen shot below.

Email	hootie@oit.edu
Employee Org Unit	Oregon Institute of Technology
Employee ID	
Employment Anniversary	
Date	Applicant
	Budget
Position Type	Dean/VP
	Department User Dept. Head/Director
Reporting Org Unit	Employee
	HR Admin
Location	Human Resources
	President
Default Module	Provost
	Search Chair
Preferred Group On Log	Search Committee Member
In	Department User 🔹

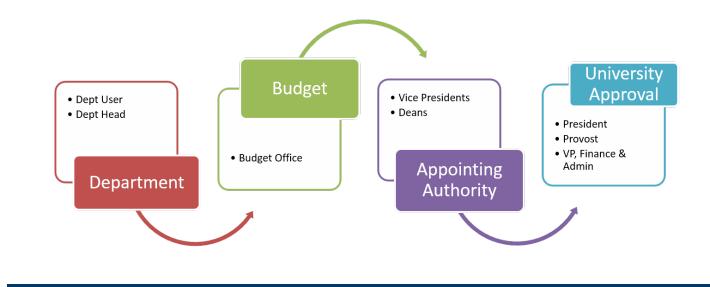
• Under Preferences, find **Default Product Module** and click on the dropdown to select the module you want to be automatically logged in to upon signing in.



• Click on **Update User** button on the right side of the screen (top and bottom of the page) to save the changes.

Update User	Cancel
	_

HEROES Workflow – for Position Descriptions, Postings, and Hiring Proposals



Reviewing Position Requests

Position requests that have been forwarded to the Dean/VP queue can be quickly accessed from the home page.

Home
Position Descriptions *
Classifications *

Inbox
Positings a Hiring Proposals 1 Position Requests C Onboarding Tasks Special Handling Lists

SEARCH

I

TITLE

TYPE

CURRENT STATUS

DAYS IN CURRENT STATUS

And then click on the **Title**.

In your inbox, click on the **Position Requests** tab.

Inbox		Postings 4	Hiring Proposals 1	Position Requests 1	Onboarding Tasks	Special Handling Lists
SEARCH						
						Filters
TITLE	TYPE		CURRENT STATU	S C	AYS IN CURRENT STAT	JS
Administrative Assistant Finance and Administration	New Position Descript Staff	ion	Dept Head/Direc	tor 0	L. C.	

Clicking on the link will open the summary page of the position request.

lome	Position Description	s ▼ Classifications ▼	
osition Req	uests / / New Position De	escription / New Position definition / Summary	
	W Position Desc nt Status: Dept Head/Directo	ription: Administrative Assistant (Staff)	Edit
Depar	on Type: Staff tment: Finance and ii stration	Created by: Hootie Owl Owner: Dept Head/Director	
Summ	ary History Setting	25	
	Position Justification	Edit	

There are a couple options for reviewing.

- Review the entire summary from the current page
- Enter the edit mode of the position request and review section by section

If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section by clicking the **Edit** button next to the section title.

	iption: Office Specialist 2 (Staff)	Position Detail Edit Classification Information	-
Position Type: Staff Department: President's Office	Created by: Hootie Owl Owner: Hootie Owl	Classification Title	Office Specialist 2
Summary History Setting		Class Code	C0104

If you opt to review the position request via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

When you are reviewing the Budget section, add comments the **College/Divisions Comments** field with any information that may be helpful for the department roles, as needed.

College/Division Comments	۱
	æ

Once the review is complete, navigate to the **Take Action On Position Request** button in the upper right corner of the screen and select **Approve (move to HR Initial Review)**. This moves the position request to HR for review.

Once the position request is complete, navigate to the **Take Action On Position Request** button in the upper right corner of the screen and select:

- Staff: Approve (move to HR Final Review) OR Approve (move to Provost), whichever is applicable
- Faculty: Approve (move to Provost)
- As needed, you can also return the posting to the Department User by selecting Return (move to Budget) or Return (move to Dept Head/Director). Follow up with the user as to why you are returning it (e.g. changes, additions, removals).

Keep working on this Position Request	
WORKFLOW ACTIONS	1
Approve (move to HR Final Review)	Take Action On Position Request
Approve (move to Provost)	Keep working on this Position
Return (move to Budget)	Request
Return (move to Dept	WORKFLOW ACTIONS
Head/Director)	Approve (move to Provost)

Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box.

Click the **Submit** button whenever you are ready.

Take Action	×
Approve (move to Provost)	Take Action
Comments (optional)	Approve (move to HR Final Review)
Add this position request to your watch list?	Comments (optional) Add this position request to your watch list? Submit Cancel

After you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (<u>oithr@oit.edu</u> or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

Reviewing Postings

Position requests that have been forwarded to the Dean/VP queue can be quickly accessed from the home page.

In your inbox, the **Posting** tab opens by default. If it doesn't, click on the **Posting** tab to access postings that are in your queue.

ome	Postings 🕶	Hiring Proposals -						
Inbox			Postings 🧕	Users 30	Hiring Proposals 20	Position Requests 32	Onboarding Tasks	Special Handling Lists
SEARCH								[Silar and]
								Filters
TITLE				CURRENT	STATE	DA	YS IN CURRENT STATE	

And then click on the **Title**.

isplaying items	for group "Provost".				
Postings (5)	Hiring Proposals (2)	Position Requests (7)	Special Handling	Lists (0)	
Job Title			Туре	Current State	Owner
Office Specia	alist 2		Staff	Provost	Provost

Clicking on the link will open the summary page of the posting.

Posting: Office Spec Current Status: Provost	cialist 2 (Staff) Edit
Position Type: Staff Department: President's Office	Created by: Hootie Owl Owner: Provost

There are a couple options for reviewing. You can review the entire summary from the current page OR you can enter the edit mode of the posting and review section by section.

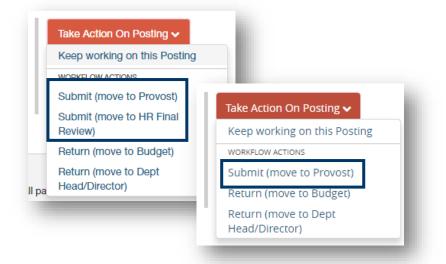
If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section by clicking the **Edit** button next to the section title.

ostings / Staff / Office Specialist 2 (Prov	ust, / Summary	🛇 Posting Detai s 🛛 <u>Edi</u>	t
Posting: Office Spe	ecialist 2 (Staff) Edit	Position Information	
			Classified
Current Status: Provost		Position Type	Classified
Current Status: Provost Position Type: Staff	Created by: Hootie Owl	Position Type	Classified

If you opt to review via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

Once the review is complete, navigate to the **Take Action On Posting** button in the upper right corner of the screen and select:

- Staff: Submit (move to HR Final Review) OR Submit (move to Provost), whichever is applicable
- Faculty: Submit (move to Provost)
- As needed, you can also return the posting to Budget or the Department Head/Director by selecting **Return (move to Budget)** or **Return (move to Dept Head/Director).** Follow up with the user as to why you are returning it (e.g. changes, additions, removals).



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box.

Click the **Submit** button whenever you are ready.

Take Action		×
Approve (move	to HR Final Review)	
Comments (opti	onal)	
	1	
This posting Jncheck this box	is currently in your wa k to remove it.	atch list.
	Submit	ancel

After you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (<u>oithr@oit.edu</u> or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

Reviewing Hiring Proposals

Hiring proposals that have been forwarded to the Dean/VP queue can be quickly accessed from the home page.

Hiring proposals will be in the Hiring Proposal section of your Inbox. Click on the **Hiring Proposal** tab to access items in your queue.

Inbox	Postings 9	Users 30	Hiring Proposals 20	Position Requests 32	Onboarding Tasks	Special Handling Lists
SEARCH						
						Filters
TITLE	APPLICANT NAME	E	CURRENT STATU	S	DAYS IN CURREN	T STATUS

Click on the Job Title to open the hiring proposal.

	STATUS
Administrative Program Specialist Dept Head/Director 21 Registrar's Office	

Clicking on the link will open the summary page of the hiring proposal.



There are a couple options for reviewing:

- Review the entire hiring proposal from the summary page, OR
- Enter the edit mode and review specific sections.

If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen OR you can open a specific section by clicking the **Edit** button next to the section title.

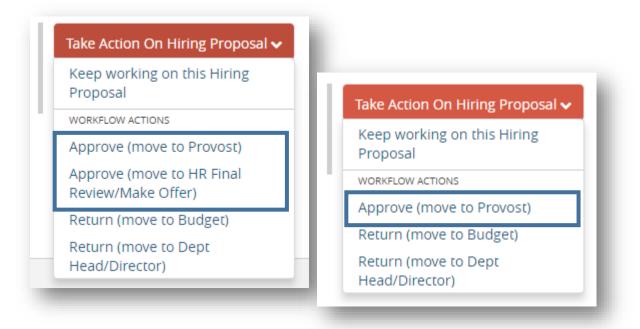
PD Hiring Proposal	: Hootie Owl (Staff) Edit	Summary History Settings Reports
Current Status: Provost		S Hiring Proposal Edit
Position Type: Staff	Created by: Hootie Owl	
Department: College of Health, Arts & Sciences (HAS)	Owner: Provost	Applicant Information
Applicant: Hootie Owl		
Posting: Office Specialist 2		

If you opt to review the position request via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

If you discover that edits need to be made, click the **Edit** button next to the hiring proposal title at the top of the screen OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.

Once the review is complete, navigate to the **Take Action On Hiring Proposal** button in the upper right corner of the screen and select:

- Staff: Approve (move to Provost) or Approve (move to HR Final Review/Make Offer), whichever is most appropriate.
- Faculty: Approve (move to Provost)
- As needed, you can also return the posting to the Department User by selecting **Return (move to Budget)** or **Return (move to Dept Head/Director).** Follow up with the user as to why you are returning it (e.g. changes, additions, removals).



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box.

Click the **Submit** button whenever you are ready.

Take Action	
Approve (move to Provost)	
Comments (optional)	
	Take Action
Add this hiring proposal to your watch list?	Approve (move to HR Final Review/Make Offer)
Submit Cancel	Comments (optional)
	Add this hiring proposal to your watch list?
	Submit Cancel

After you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (<u>oithr@oit.edu</u> or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

Appendix I: Finding a Lost or Paused Position Request

This section is to help you find a position request that you have accidentally navigated away from or to find a position request you needed to stop working on for a time.

Make sure you are in the **Position** module (orange).

Click on **Position Descriptions** and select **Staff Position Request** or **Faculty Position Request**.

Orego	n <mark>TECH</mark>	
Home	Position Descriptions -	Classifications -
	Staff Staff Position Requests	
Inbox	Faculty Faculty Position Requests	Hiring Proposals 21
Special Ha	ndling Lists	

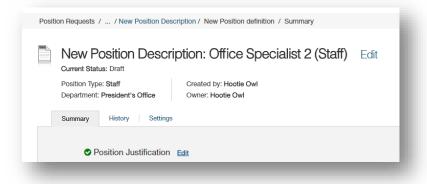
Find the position request by using the **Search** function or by scrolling through the list.

Position Requests / Staff				Hootie Owl, yo
Staff Position F	Requests			
To add a new column to the search	n results, select the column from the dr		Search Q More Search Options V	
Staff Position Requests				
ICkeff Desilien Demuschel	Delete this secret/2. Celested records			
"Staff Position Requests" 23 💥	Delete this search? Selected records Position Number	s 0 💥 Clear selectio Position Request Number	Position Request Name	Position Request Workflow State
	1	Position Request		
lorking Title	1	Position Request	Position Request Name	State
forking Title	1	Position Request Number	Position Request Name New Position Description: Office Specialist 2	State Draft
forking Title ffice Specialist 2 dmin	1	Position Request Number	Position Request Name New Position Description: Office Specialist 2 New Position Description: Admin	State Draft Budget
forking Title ffice Specialist 2 dmin	Position Number	Position Request Number	Position Request Name New Position Description: Office Specialist 2 New Position Description: Admin New Position Description: Test	State Draft Budget Draft

Before selecting the position, make sure to check the position request's **status** in the **Position Request Workflow State**. If the status is anything other than your queue, you may not be able to take action on the position request. Click on the **Working Title link** to open the position request.



Clicking on the link will open the summary page of the position request.



If the position request is ready to be submitted, follow the instructions in the <u>position request Summary</u> <u>section</u>.

Appendix II: How to Find a Lost or Paused Posting

This section is to help you find a posting that you have accidentally navigated away from or to find a posting you needed to stop working on for a time.

Make sure you are in the Hire module (blue banner).

Click on **Postings** and select **Staff** or **Faculty**.

Orego	n <mark>TECH</mark>		
Home	Postings 🕶	Hiring Prop	osals 🔻
	Staff Faculty		
Inbox	Postings 10	Users 30	Hiring Prop
Special Ha	ndling Lists		

You can find the posting by using the **Search** function or by scrolling through the list.

		om the drop down list.			
Save	I Searches 🗸	Se	arch Q More Search Options V		
Ad hoc Se	arch X Staff Postings				
Adhaa					_
AU NOC S	Search 21 Save this search? Selected records 0	X Clear selection?			
	Search 2 Save this search? Selected records 0 Working Title	Posting Number	Department	Active Applications	Workflow State
			Department Strategic Partnerships & Exten.	Active Applications	Workflow State
	Working Title	Posting Number			
	Working Title STEM Hub Director	Posting Number	Strategic Partnerships & Exten.	0	Department User
Ad noc :	Working Title STEM Hub Director STEM Hub Director	Posting Number S00012P	Strategic Partnerships & Exten. Strategic Partnerships & Exten.	0	Department User Draft

Before selecting the item, make sure to check the posting's **status** in the **Workflow State** column. If the status is anything other than your queue, you may not be able to take action on the posting.

Click on the Working Title link to open the posting.



Clicking on the link will open the summary page of the posting.



If the posting is ready to be submitted, follow the instructions in the posting Summary section.

Appendix III: How to Find a Lost or Paused Hiring Proposal

This section is to help you find a hiring proposal that you have accidentally navigated away from or to find a hiring proposal you needed to stop working on for a time.

Make sure you are in the Hire module (blue banner).

Click on Hiring Proposals and select Staff or Faculty.

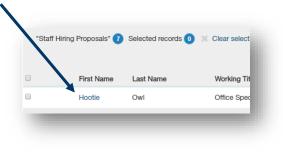
Oreg	on <mark>TECH</mark>	
Home	Postings 👻	Hiring Proposals -
		Staff
		Faculty
		Lione en Lieine Des

You can find the hiring proposal by using the **Search** function or by scrolling through the list.

To add	a new column to the	search results, select the	column from the drop down list.				
Sav	ved Searches 🗸			Search Q More	Search Options 🗸		
staff Hir	ring Proposals	×					
"Staff I	Hiring Proposals" 7	Selected records 🕕 🔅	Clear selection?				
"Staff I	Hiring Proposals" 7 First Name	Selected records 🧿 🔉	Clear selection?	Hiring Proposal Number	Department	Hiring Proposal Workflow State	Last S
"Staff I					Department College of Health, Arts & Sciences (HAS)		Last S Septer
"Staff I	First Name	Last Name	Working Title	Number		Workflow State	
"Staff	First Name Hootie	Last Name Owl	Working Title Office Specialist 2	Number S00012HP	College of Health, Arts & Sciences (HAS)	Workflow State Provost	Septer

Before selecting the position, make sure to check the hiring proposal's **status** in the **Workflow State** column. If the status is anything other than Draft or your role's queue, you may not be able to take action on the hiring proposal.

Click on the First Name link to open the hiring proposal.



Clicking on the link will open the summary page of the hiring proposal.



If the hiring proposal is ready to be submitted, follow the instructions in the position request Summary section.

Appendix IV: Contact & Support Information

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