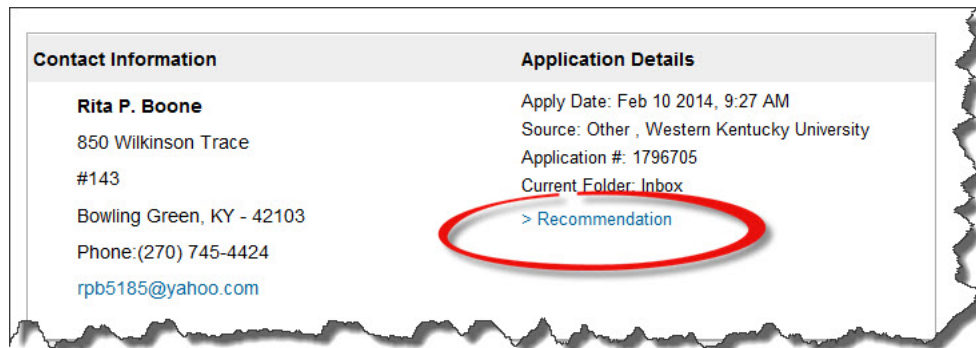


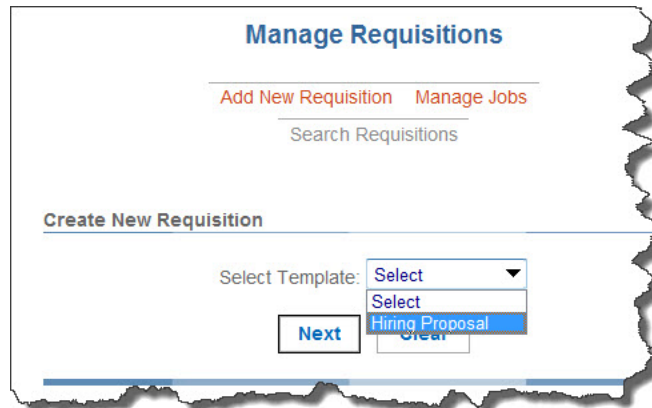
## CREATING A FACULTY HIRING PROPOSAL

When the Hiring Official of a search has made a hiring decision, he/she will contact the Office Associate/Coordinator to create a Hiring Proposal. To create a Hiring Proposal, login to Interview Exchange. From the Manage Jobs screen, go into the job from which a Hiring Proposal will be created. Click on the name of the candidate who is in the “Propose to Hire” folder to access the Candidate screen. Click the “Recommendation” link as shown in the screenshot below:



Contact Information	Application Details
<b>Rita P. Boone</b> 850 Wilkinson Trace #143 Bowling Green, KY - 42103 Phone: (270) 745-4424 <a href="mailto:rpb5185@yahoo.com">rpb5185@yahoo.com</a>	Apply Date: Feb 10 2014, 9:27 AM Source: Other , Western Kentucky University Application #: 1796705 Current Folder: Inbox <a href="#">&gt; Recommendation</a>

This provides a link to the Hiring Proposal:



**Manage Requisitions**

[Add New Requisition](#) [Manage Jobs](#)

[Search Requisitions](#)

---

**Create New Requisition**

Select Template: Select

Next Hiring Proposal Clear

The highlighting on the screenshot shown on the next page indicates the fields required to be completed.

### Create New 'Hiring Proposal'

Manage Requisitions  
Notes

Fields marked with an asterisk \* are required.

Requisition Status: **Title/Name:**

**Public Job Posting**

**Title:**

**Candidate Details**

**Name:** Rita P. Boone

**Address:** 850 Wilkinson Trace #143  
Bowling Green, KY - 42103

**Phone:** (270) 745-4424

**E-mail:** rpb5185@yahoo.com

**Application #:**  (Access permission required)

Hiring Proposal	
Position Number	<input type="text" value="992264"/>
Originator	<input type="text" value="Lindsay Boyden"/>
Candidate Proposed for Hire	<input type="text" value="Rita P. Boone"/>
Recommended Salary or Hourly Rate	<input type="text" value="\$34,008"/>

After clicking "Save Changes" you will complete the Approval Queue that will appear on your screen. The required approvals for the Hiring Proposal include the Department Head, Dean, Ladonna Hunton (Divisional Accounting) and Richard Miller (Senior Division Administrator). Your dean's office may request additional approvers to be added as well. Hard coded approvers should not be overridden.

#### PCAL Specific Routing for the Hiring Proposal:

1. Department Head
2. Gabrielle Hunt
3. Lawrence Snyder
4. Ladonna Hunton
5. Richard Miller

**\*\*IMPORTANT\*\*** After you have finished adding approvers to the approval queue, click "SAVE" first and then click "Send for Approval".

Your requisition will be routed to the approvers in the order they are listed. The originator of the Hiring Proposal will receive email notification from Interview Exchange when the Hiring Proposal has been approved by all approvers. Upon receipt of that email, notify the Hiring Office so the offer of employment can be extended.

#### ELECTRONIC FOLDERS

Once an offer is accepted, move the candidate to the "Hired" folder and record the Hire Date in the "Report Dates" at the bottom of the candidate page.

The Department Head notifies Larry Snyder and Gabrielle Hunt when an offer is verbally accepted. A draft appointment letter is sent to Richard Miller for approval. After approval, Larry Snyder emails the appointment letter to the candidate, carboning the department head and Gabrielle Hunt. Once a signed appointment letter is received, Gabrielle Hunt will initiate the WKU ID, background check, and epaf for the full-time faculty member.

Revised October 22, 2015.