Hiring Proposal Guide
Originator/Department Authority/Approving Authority/Dean
Staff and Faculty
Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS).
If you want to make changes, you must hit SAVE.

Preparing the Offer

a. Reach out to finalist to discuss potential start date and salary as the start date cannot be changed after the hiring proposal has been approved. Give ample time for the approval process when selecting a start date. **Offers cannot be made until all approval have been finalized.

Creating a Hiring Proposal

a. Locate the posting from the dashboard or hamburger menu – Manage Jobs.
b. Click on "View Applicants" button
c. From the "List View" click on applicant Status and move them to **"Recommend for hire (offer card launches)."** Click *next* then *Move Now*
  i. Note: the "Additional users From Job" section is optional and is only needed if you want someone who is not on the approval routing to receive a notification that the applicant has been moved, otherwise select "No".
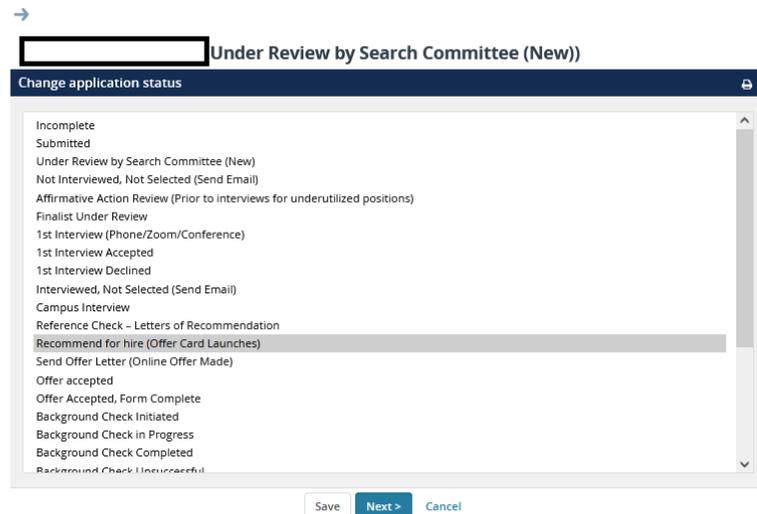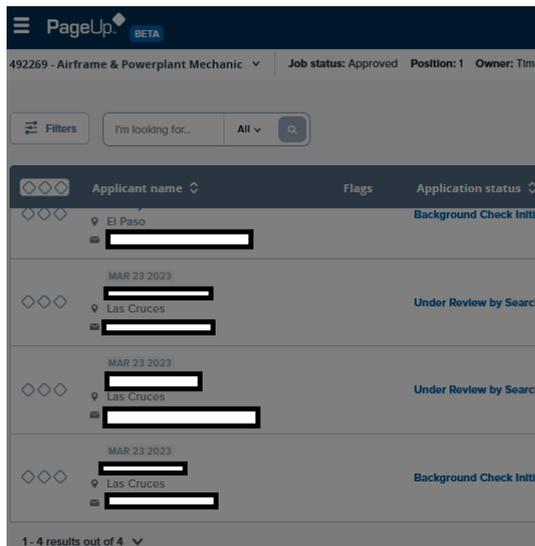
2. From the "Card View" Hover over the selected applicant, drag and drop into **"Recommend for hire (offer card launches)."** A side pop-up window will appear confirming the status change. Click ***Move Now***.

   a. Note: the "Additional users From Job" section is optional and is only needed if you want someone who is not on the approval routing to receive a notification that the applicant has been moved, otherwise select "No".

PageUp BETA

492319 - Direct Service Associate III ⌄ | Job status: Filled

Quick filters
- ☐ Statuses with Applications
- ☐ Shortlisted Applicants
- ☐ Current Application Statuses
- ☐ Internal Applications
- ☐ Flags ⌄

Application status — Select all
- ☐ Reference Check Successful (0)
- ☐ Reference Check Unsuccessful (0)
- ☑ Finalist (0)
- ☑ Verbal Offer (Prepare Offer) (1)
- ☐ Online Offer Made (0)
- ☐ Offer Accepted (0)
- ☐ Offer Declined (0)

Finalist (0) ◇ ◇ ◇

An internal communication will trigger to go out to users on the job upon status change.

→

Emery cibulka (Finalist)

Confirm status change 🖨

You are about to move **Emery cibulka** to a different status:

From status: Finalist
To status: Verbal Offer (Prepare Offer)

Communication template: -- No template -- ⌄

E-mail: Applicant: ● Yes ○ No

Additional users from Job: ○ Yes ● No

Additional users from Job
- ☑ Agency Director   ☑ Originator
- ☑ Recruiter   ☐ Dean
- ☐ Hiring Manager / Panel Head   ☐ Interview Panel Member

Additional users from Offer
- ☐ HR Rep / Onboarding Delegate 2   ☐ Originator

Move now Cancel

3. The next window will populate the ***Hiring Proposal*** screen. Navigate down the screen completing all required **(*)** and known fields starting at the ***Current or previous employee Details*** section.
   a. **Note:** The Hiring Proposal will have some fields prepopulated and not editable and will feed important data into an applicant's offer letter.
   b. If the applicant you are extending an offer to is a current or previous employee, then use the lookup to select their employee profile. If the applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.
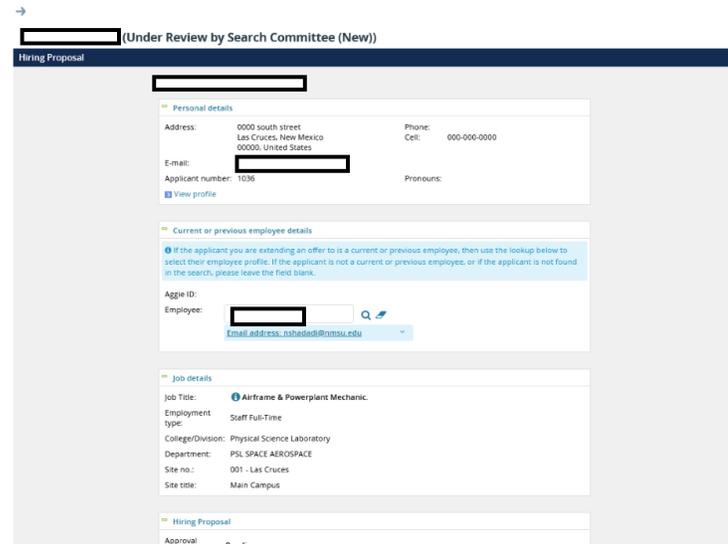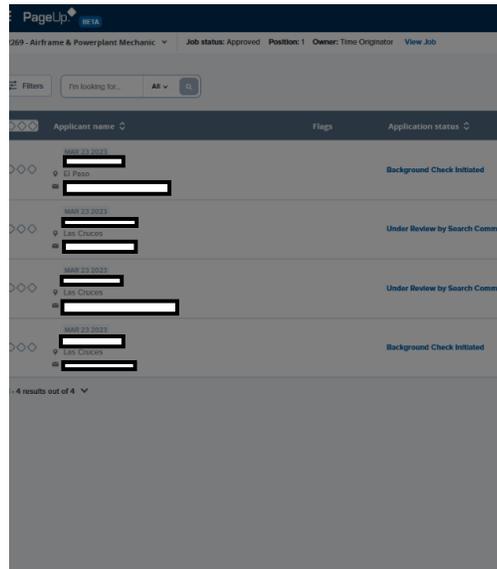
4. Confirm that the recommend applicants name is listed under the Hiring Proposal Section. If the name is not populated, hit SAVE.
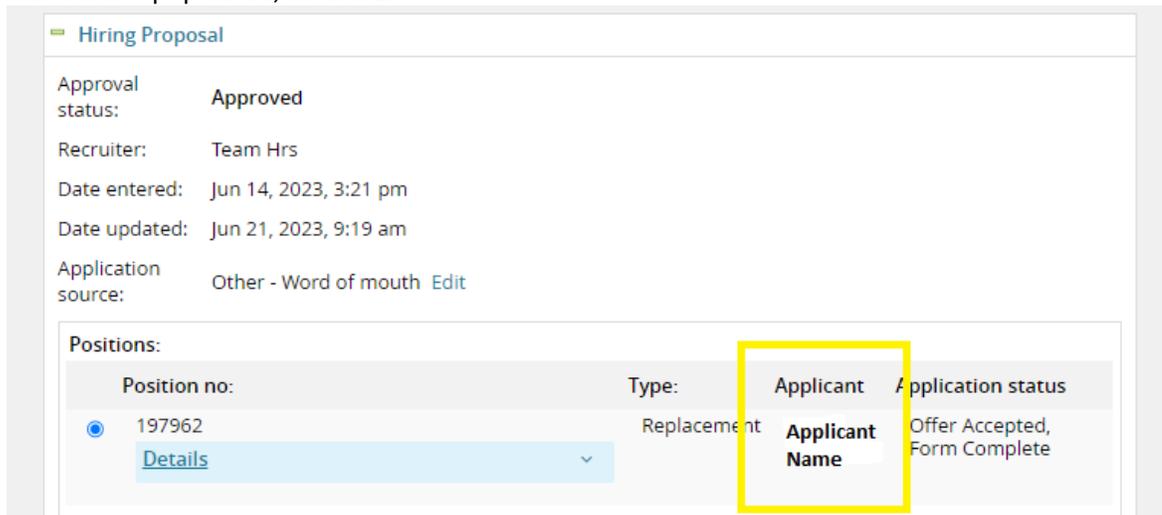
5. **FLSA and Appointment Status** section, complete the following fields only if not already populated or incorrect:
   a. **FLSA Status**
      i. Exempt
      ii. Non-Exempt
      iii. EFLSA
   b. **Appointment Base**
      i. Annual – 12 month appointment

      ii.   Academic – 9 month appointment

   c. **Appointment Full-time Equivalency**

      i.   A unit of measurement that represents the number of full-time hours an organization's employees work.

   d. **Hours Per week**

      i.   The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. An employer with a 35-hour workweek would simply divide the employee's scheduled hours by 35 to determine the FTE. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE when the full-time workweek is 35 hours.

6. **FACULTY – Complete only for Faculty Hires**

   a. The following fields should be left blank for staff hires

   b. **Primary Activity**

      i.   IRP – Instruction Combined with Research/Public Services
      ii.   PIC – PI-Exclusively for Credit
      iii.   PIE – PI-Exclusively for Non-Credit
      iv.   PIB – PO-Combined Credit and Non-Credit
      v.   PR - Primarily Research
      vi.   PS – Primary Public Services

   c. **Rank**

      i.   Instructor
      ii.   Assistant Professor
      iii.   Associate Professor
      iv.   Professor

   d. **Tenure Status**

      i.   Non-Tenure Track
      ii.   Tenure Track
      iii.   Tenured

   e. **Tenure Review by Date**

      i.   Faculty members with previous teaching and advising (or its equivalent), service, extension, outreach, scholarly, and/or administrative experience at another institution may have some or all of that experience taken into consideration on appointment at NMSU. ARP 9.23

   f. **Tenured Date**

      i.   If the faculty member is tenured, enter the date.

   g. **Years Service Credit**

      i.   Faculty members with previous teaching and advising (or its equivalent), service, extension, outreach, scholarly, and/or administrative experience at another

institution may have some or all of that experience taken into consideration on appointment at NMSU. ARP 9.23

    h. **Start Up Funding**
        i. Negotiated at time of offer, vary dependent upon department and budget availability.

7. **Salary**
    a. **Recommended Hourly/Salary**
        i. Enter the recommended hourly or salary rate for the new employee. Ensure that the amount meets the minimum of the pay scale
        ii. Acceptable formatting example: 15.00 or 15 for non-exempt, or 35,646 for exempt.
        iii. Must be annualized rate based on appointment type and FTE
    b. **Approved Hourly Rate**
        i. Will be filled in by Dean for Faculty and HRS for Staff
        ii. Acceptable formatting example: 15.00 or 15 for non-exempt, or 35,646 for exempt.
    c. **Approved Annual Salary**
        i. Will be filled in by Dean (Faculty) and HRS (Staff)
        ii. College/Division is responsible for equity review for faculty hires
    d. **Comments**
        i. Enter comments as applicable for the hire

8. **Position Information**
    a. **Position Job Title**
        i. Should auto populate and match posting
    b. **Reports To Manager**
        i. Required field, click on the magnifying glass and select
        ii. This will populate on the offer letter
    c. **Pay Level**
        i. Will auto populate, do not change
    d. **Classification Code (PCLS)**
        i. Will auto populate, do not change
    e. **Employee Class (ECLS)**
        i. Will auto populate based on the posting. May be confirmed in NBAPOSN.
    f. **Start Date:**
        i. Enter the start date of the position. The applicant should be contacted to confirm what their earliest start date should be "if" they were to be offered the position. Start date is recommended to be the beginning of a payroll cycle, 1st or the 16th of the month. The start date should **never** be on a NMSU holiday.
        ii. Always best to push the start date to a future date. The start date must be after approval from the Dean/Designee(Faculty) or HRS (Staff).
        iii. For faculty appointments, follow the academic calendar

        iv.   **The start date cannot be changed after the hiring proposal has been approved. If the start date changes, a new hiring proposal would need to be submitted.**

    g. End date if applicable
        i.   TERM appointments must always have an end date.
        ii. End dates must be at least six months for TERM appointments.

9. **Internal HR/Dean Processing ONLY - the information entered in this section must be carefully entered and can impact data integrity for new or existing hires. If incorrect, could cause job not to load and potentially impact pay for the employee.**

    a. **HR(Staff) or Dean(Faculty) will complete this section**

    b. **Hiring Action Reason (JCRE):**

        i.   **HR09C-Hire, REG to REG 9 Mo**
            1. This should be used for a current regular 9 month STAFF member going to a regular 9 month STAFF position.
            2. This should <u>NOT</u> be used for Academic Faculty.

        ii. **HREG09-Hire,New REG 9Mo**
            1. This should be used for a new to NMSU regular 9 month staff position.
            2. This should <u>NOT</u> be used for Academic Faculty.

        iii. **HREGC-Hire, Continuous REG to REG**
            1. For situations where current regular employee is hired into a regular position the job change reason will be HREGC if there is no break in service.
            2. If a TERM employee is being hired into a regular NMSU job then the Hiring Action Reason (JCRE) will be HREGC.

        iv. **HREGN-Hire, New REG**
            1. This should be used for a new to NMSU regular position

        v. **PROMO-Promotion**
            1. This should be used for an internal promotion of a current regular NMSU Staff or Faculty member (regular to regular)

        vi. **TRANS-Transfer,Lateral**
            1. This should only be used with authorization by NMSU HRS.

    c. **Primary Indicator**
        i. Primary
            1. This should ALWAYS be selected on the drop down
        ii. Secondary
            1. Do not select Secondary
        iii. Overload
            1. Do not select Overload

    d. **Banner Effective Begin Date: Please refer to table below**

ECLS	Employment Base	Jobs Effective Date

ECLS		Jobs Effective Date
A1, A2		If personnel date day = 1st-15th, then 1st; if personnel date day = 16th-EOM, then 16th **For beginning of the Fall semester should be 8/16/XXXX. For beginning of the Spring semester should be 1/1/XXXX.** **If staring outside of the semester dates, the Job Effective Date and the Personnel Date should be the date the employee started working.**
B1, B2		personnel date (same as start date)
E1, E2, E6, E7	Annual	personnel date (same as start date)
	Academic	If personnel date day = 1st-15th, then 1st; if personnel date day = 16th-EOM, then 16th
N1, N2, N6, N7		personnel date

e. **Banner Effective End Date: Please refer to table below**

ECLS	Employment Base	Jobs Effective Date
A1, A2	Academic	If term personnel date is 1st-15th, then 15th of month. If term personnel date is 16th-end of month, then the last day of month.
B1, B2	Annual	personnel date
E1, E2, E6, E7	Annual	personnel date
	Academic	personnel date
N1, N2, N6, N7		personnel date

f. **Aggie ID**
   i. Enter the Aggie of the employee, if applicable
g. **Required Background Check** (yes or no)
   i. If no background check on file – process background check – confirm via PPACERT – **SELECT YES**
   ii. If background check on file
       1. Is the grade the same? If so, a background check on file is sufficient – **SELECT NO**
       2. Is the position at a higher grade or a central position with higher access? - **SELECT YES**
       3. Has the employee had a break in service? Has been over a year since the background check?– **SELECT YES**
       4. If the background check was run within the last 12 months – **SELECT NO**

10. **Other Offer Details**
    a. **Employee Relocating** (yes or no)
    b. **Relocation allowance**
        i. if yes is selected in "Employee Relocating" , fill in this field
11. **Source of Additional Funding**
    a. Enter the Source of Additional Funding for salaries exceeding the budgeted amount.
12. **Budget Information (ACES/PSL ONLY)**
    a. Only for use by College of Ag (ACES)/PSL
    b. Only one Fund, Index and Percentage may be entered
    c. Enter the Fund, Index and Percentage to show actual salary account if different from the budgeted account (i.e. clearing accounts). Note: this action only changes the job funding source (noted on Banner NBAJOBS) and does not change the position funding (noted on Banner NBAPOSN). Changes to the position funding will need to be approved by the Budget Office. Verify no % sign is used. There should be six (6) digits in the index and fund.
13. **Onboarding**
    a. **Onboarding Form**
        i. Select New hire form
    b. **Onboarding Workflow**
        i. Faculty New Hire
            1. This should be selected for new regular faculty members
        ii. Internal Hire
            1. This should be selected for internal regular faculty and staff member
        iii. Staff New Hire
            1. This should be selected for new regular staff members
        iv. No Onboarding
            1. This does not create an onboarding event for the new hire. This should only be used with authorization by NMSU HRS.
            2.
    c. **Onboarding Delegate**
        i. Hiring Manager or delegate who will be responsible for overseeing onboarding process.
14. Offer Progress: These fields will automatically be updated by the system as appropriate.
15. **Offer Documents – Creating offer letter**: The new system has a feature which has already configured letter that contain merge fields to pull information automatically from the system, saving administration time in generating offer letters. Offer letters can pull information from the (1) application (2) posting and (3) hiring proposal.

    a. Select **Merge document.** Merge document has been set up to merge data from the TAS into the offer letters and contracts to be created. **Note: you will not be able to select Merge document until all mandatory fields are completed**

  b. Once you click *Merge document,* the system will ask if you want to save the offer card. Click *OK.*

  c. You will select the appropriate offer letter template and/or contract template. To select, place a check in the box in front of the appropriate selected document.

  d. Select *View* if you would like to see the document prior to selecting.

  e. Select *Merge* and information will populate in the document.

  f. Once merged, the document is attached to the *Offer Card.*

  g. *Review the merged document for accuracy.*

  h. *NOTE: merge document will have 0.00 in the salary field as it is generated by the approved rate as entered by Dean/Delegate or HRS.*

16. Add additional Hiring proposal documents (Optional) - If additional documents need to be added to the Hiring Proposal. (Examples: AAP Review, Memo of justification) select appropriate "document category", Click "Add document"

  a. From the pop-up menu that comes up, select the correct type of "Document Category" from the drop-down menu.

  b. Once you have selected the document type *click* "upload file" (IMPORTANT NOTE: all documents that are selected as an "Offer Letter" will go to the applicant, therefore be aware of the type of document you are selecting). Once you upload all documents needed, you can "save and close"

Offer documents

ⓘ Documents attached to the offer appear in the section below.

| Add document | - | Merge document | ❓ |

Document	Date	Size	Category

Document library:

Name	Date	Size
📁 Offer Letters (2)		

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17. Approval Process
  a) The Approval process is initiated when the offer is saved. All required fields must be completed.
  b) Select the appropriate approval process for type of action from the drop down list. The selection will generate the fields to be populated for the appropriate individuals at each level.
  c) Each approver may fill in fields where any information is missing or documents for the hire. Once they approve, it is forwarded to the next approver.
       i. <u>Department Authority:</u> Hiring Manager/Department Head or Delegate
      ii. <u>Approving Authority:</u> VP/Dean/CC President/Director or Delegate (Commonly HR Liaison or Business Manager)
     iii. <u>AAP:</u> Affirmative Action Office, route if position is underutilized
      iv. <u>Budget:</u> If required, refer to Budget Matrix to determine if Budget needs to review the hiring proposal
       v. <u>Dean:</u> No Delegate, faculty actions will be routed to Dean
      vi. <u>HRS:</u> Staff actions will be routed through Human Resources

18. **Extending the offer:**
     The originator of the offer card will be notified when the final offer approval is completed.
     a. Hiring Manager will be responsible for changing statuses on the individuals who have had an offer card created and approved to change the status of the applicant to *Send Offer Letter (Online Offer Made) click save*
          i. An online offer letter will be sent immediately to the candidate
          ii. When the new hire either accepts or declines the contingent offer, the system will automatically update the status in the system to *Offer accepted or Offer declined.*
19. **When offer is accepted the applicant will receive notification in their applicant portal to start the onboarding process**
     a. *"*Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. **Go to employee portal"**

New Mexico State University

| Welcome Jessica | 🏠 Home | Update profile | Update resumé | Account |

Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. **Go to employee portal**

Hiring Proposal

Page 1 of 1   Records 1 to 5 of 5

➖ Approval process

Originator:*   [   ]   🔍 🖊
                  Email address: [   ] ▾

Approval process: None   ▾

None
Staff - Approval with Budget approver
Faculty - Approval w/o AAP approver
Faculty - Approval with AAP
Faculty - Approval with AAP approver
Faculty - Approval with AAP approver
HRS USE ONLY
Staff - Approval w/Budget & AAP Approvers
Staff - Approval w/o Budget or AAP approver

20. Click *Save and Close* to begin the approval process.
   a. **Note:** Further action cannot be taken until all users selected in the approval process have reviewed and approved the offer.

Sending an Online Offer (Offer Letter)

Once the hiring proposal has been approved, the Originator/Hiring Manager will receive a notification via email.

Offer approved ↗ Trash ×

COV Recruitment Team <noreply-1125@mail.pageuppeople.com>   1:48 PM (1 minute ago)
to nicolet+recruiter ▾

Dear Ronald,

Offer details for Emery cibulka for position of Direct Service Associate III, job number 492319, have been accepted and the contract is being processed.

Should you have any queries, please feel free to give me a call on the number listed below.

Kind regards,

KRISTEN HICKS
Hiram Davis Medical Center Recruitment Team

↩ Reply   ↩ Reply all   ↪ Forward

IMPORTANT: Review offer letter to ensure approved hourly or salary rate has populated in the offer letter prior to making an offer

1. Before moving the applicant's workflow, the hiring manager should next contact the applicant and make a verbal offer.

2. Log into TAS to send the formal offer letter to the applicant. Navigate to the applicable job, click *View Applications.*

Hover over and *click* "application Status", of the selected applicant.

A window will pop-up, click "Send Offer Letter (Online Offer Made)", click next. A side pop-up window will appear confirming the status change. Click Move Now.
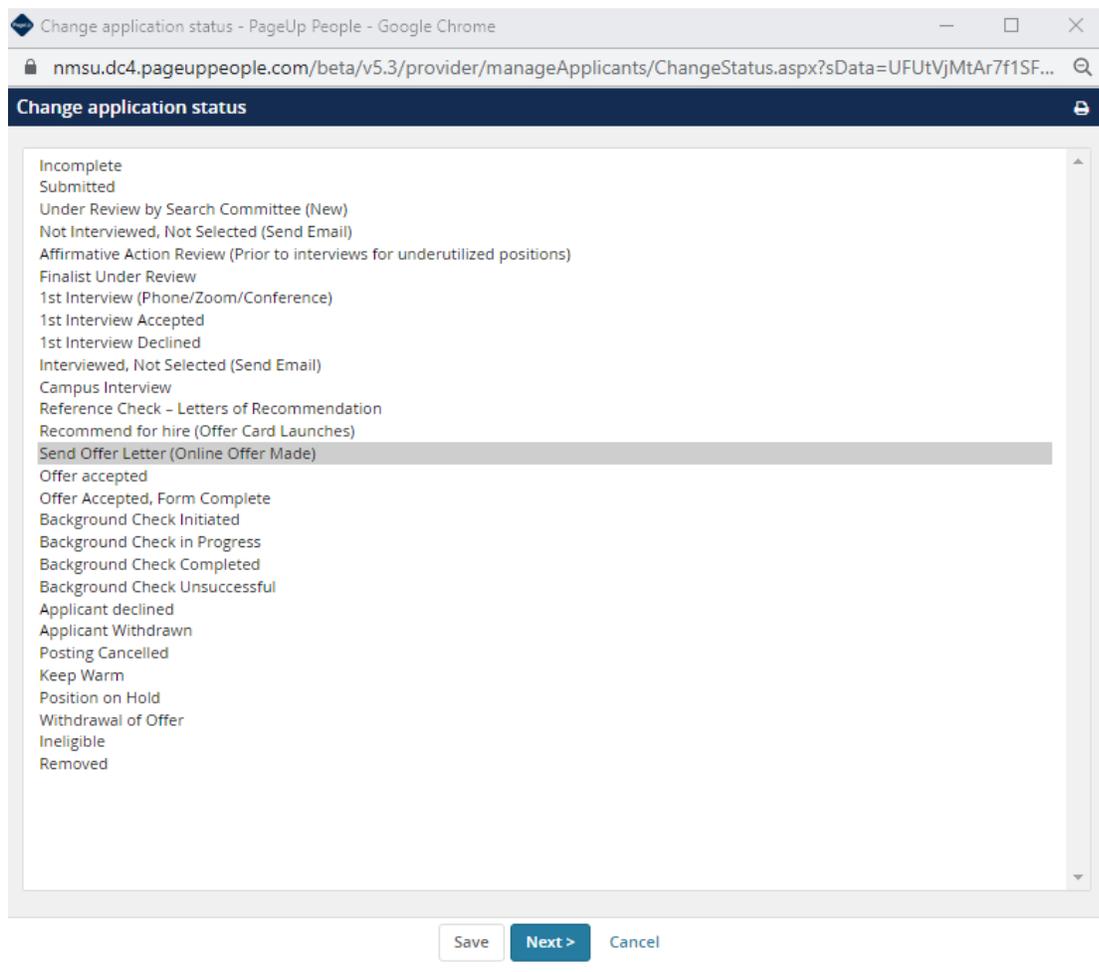
3. The applicant will receive an email notification triggering them to act against the offer. Once action has been taken by the applicant, a notification will trigger advising the Hiring Manager if the applicant has accepted or declined the online offer.

If Offer accepted, next step will be to follow Onboarding Manual.