

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".





			→	
492269 - Airframe & Powerplant Mech	anic Y Job status: Approve	d Position: 1 Owner: Time	Under Review by Search Committee (New))	
Filters	All v Q		Change application status	Ð
			Incomplete	^
Applicant name 🗘	Flags	Application status 💲	Submitted	
		Background Check Initia	Not Interviewed, Not Selected (Send Email)	
V V V El Paso	_		Affirmative Action Review (Prior to interviews for underutilized positions)	
			Finalist Under Review	
MAR 23 2023			1st Interview (Phone/Zoom/Conference)	
			1st Interview Accepted	
CONTRACTING Cruces		Under Review by Search	1st Interview Declined	
2			Interviewed, Not Selected (Send Email)	
			Reference Check – Letters of Recommendation	
MAR 23 2023			Recommend for hire (Offer Card Launches)	
COC Q Las Cruces		Under Review by Search	Send Offer Letter (Online Offer Made)	
			Offer accepted	
			Offer Accepted, Form Complete	
MAR 23 2023			Background Check Initiated	
		Background Check Initia	Background Check in Progress	
			Background Check Longreeseful	~
1 - 4 results out of 4 V			Save Next > Cancel	

- 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".



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492319 - Direct Service Ass	OCIATE III × Job status: Filled F	Emery cibulka (Finalist)	
		Confirm status change	8
Quick filters ^ Statuses with Applications Shortlisted Applicants	Finalist (0)	You are about to move Emery cibulka to a differ From stat To status	rent status: tus: Finalist : Verbal Offer (Prepare Offer)
Current Application Statuses Internal Applications		Communication template: No template	~
Flags ¥	An internal communication will trigger to go out to users on the job upon status change.	E-mail: Applicant: • Yes • No	
Application status Select all		Additional users from Job: O Yes O No	
Reference Check Successful (0)		Additional users from Job	
Reference Check Unsuccessful (0)		Agency Director	✓ Originator
Finalist (0)	3	Recruiter	Dean
Verbal Offer (Prepare Offer) (1)		Hiring Manager / Panel Head	Interview Panel Member
Online Offer Made (0)		Additional users from Offer	
Offer Accepted (0)		□ HR Rep / Onboarding Delegate 2	□ Originator
Offer Declined (0)			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. <u>Note</u>: 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.





Page⊔p.♥ _{BETA}		4
9 - Airframe & Powerplant Mechanic Y Job status: A	Approved Position: 1 Owner: Time Originator View Job	(Under Review by Search Committee (New))
		Hiring Proposal
The looking tor All V C		
🔿 🔿 Applicant name 🗘	Flags Application status 🗘	Personal details
00 0 El Paso	Background Check Initiated	Address: L0000 south street Phone: Concerning Street Cent: Phone Cent: 000-000-0000 00000. United States
MAR 23 2023		e-maic Applicart number: 1035 Pronouns: 12 View profile
CO e Las Crucos	Under Review by Search Committe	Current or previous employee details
MAR 23 2023	Under Review by Soarch Committe	If the applicant you are extending an offer to is a current or previous employee, then use the lookup below to select there employee purcle, if the applicant is not a current or previous employee, or if the applicant is not found in the search. Jeese there the find balant.
MAR 23 2023	Background Check Initiated	Aggie ID: Employee: Email address: nshadadi@nmsu.edu
		" job creats job Tite::: @ Airframe & Powerplant Mechanic. Employment Spafi Full-Time
		type: College/Division: Physical Science Laboratory
		Department: PSL SPACE AEROSPACE
		Site no.: 001 - Las cruces Site title: Main Campus
		Hiring Proposal
		Approval

4. Confirm that the recommend applicants name is listed under the Hiring Proposal Section. If the name is not populated, hit SAVE.

Hiring Prop	osal				
Approval status:	Approved				
Recruiter:	Team Hrs				
Date entered:	Jun 14, 2023, 3:21 pm				
Date updated:	Jun 21, 2023, 9:19 am				
Application source:	Other - Word of mouth Edit				
Positions:					
Positio	n no:		Type:	Applicant A	pplication status
19796	2		Replaceme	^{nt} Applicant	Offer Accepted,
<u>Deta</u>	ls	~		Name	Form Complete

- 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 fulltime 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





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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

User Guide

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





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- 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

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- 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
 - 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

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

	Employment	
ECLS	Base	Jobs Effective Date





		If personnel date day = 1st-15th, then 1st; if personnel date day = 16th-EOM, then 16 th 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
A1, A2		employee started working.
B1, B2		personnel date (same as start date)
E1, E2, E6,	Annual	personnel date (same as start date)
E7		If personnel date day = 1st-15th, then 1st; if personnel date
	Academic	day = 16th-EOM, then 16th
N1, N2, N6,		
N7		personnel date

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

	Employment	
ECLS	Base	Jobs Effective Date
		If term personnel date is 1 st -15 th , then 15 th of month. If
		term personnel date is 16 th -end of month, then the last
A1, A2	Academic	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





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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. <u>Offer Progress</u>: These fields will automatically be updated by the system as appropriate.
- 15. <u>Offer Documents Creating offer letter</u>: 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"

ODocuments attached to	the offer appear in the	section below.			
Add document - Me	rge document				
Document	Date	Size	Category		
Document library:					
Name				Date	Size







ocument merge		
Note: Merge template documents MUST be one of the following file types: Rich Text Format (File extension = .rtf or .RTF) Microsoft Word 2010 or newer (File extension = .docx or .DOCX)		
Select documents to merge: Documents		
Contraction of the second seco		
D E_F_Sample_Letter_of_Offer_Staff.docx	Feb 10, 2023 26Kb	View
D E_F_Sample_Letter_of_Offer_Faculty Moving & Startup 3.7.23.docx	Mar 17, 2023 58Kb	View

Merge Cancel

Human Resources Division

CURRENTDATE

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APPLICANTTITLE APPLICANTFNAME APPLICANTLNAME APPLICANTSTREET1 APPLICANTSUBURB, APPLICANTSTATE, APPLICANTPOSTCODE

Dear APPLICANTTITLE

I am very pleased to confirm in writing our offer of employment.

Your position will be **JOBTITLE**. This is a full time ongoing position commencing on **OFFERSTARTDATE**. Your remuneration as Trainee Manager will be **\$OFFERTOTAL** per annum, inclusive of base salary and superannuation.

17. Approval Process

- a) The Approval process is initiated when the offer is saved. All required fields must be completed.
- 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. AAP: 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. Dean: No Delegate, faculty actions will be routed to Dean
 - vi. HRS: 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**"



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	

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- 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.

			Approval Process			
A Finalist (0)	000	Verbal (Originator:*	Ronald Recruiter	QØ	
ith Applications		Emery		nicolet+recruiter@pageupp	eople.com ×	
d Applicants		9 Gle	Approval Process:	Offer Approval Process 👻		
plication		Form	1. Hiring Manager:		Harry Hire	0.5
					nicolet+hmlvl1@pageupp	eople.com
		Change	2 Neutlevel Manager			
tus Select all			2. Next Level Manager.		Darlene Director	Q /
pplications (1) 😮					nicolet+hmlevel2@pageu	ppeople.com
(0)			3. HR Director:		Ellie Eeo	Q Ø
					nicolet+eeo@pageuppeo	ole.com
successful (0)			4. Agency Director:		Sally Search	0.4
een (0)					nicolet+sally@pageupped	ple.com
aen Accepted (0)						•
een Declined (0)						
en Unsuccessful (0)			- Annellander Control			





Sending an Online Offer (Offer Letter)

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



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.*





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aised from: PD-32 - Certified Nursing Assistar	t.	View applications
osition info Notes Sourcing	Documents Reports	
	Q /	
Team Link:	No Team selected.	
	REQUISITION INFORMATION	
Reason:	Resignation 🖌	
Position Title and Number:*	WRP00107 Q 🥭	
	Details	× .
Working Title:*	Direct Service Associate III	
Requisition Number:	492319	
	System will automatically create a Requisition N	lumber.
Role Title & Code:*	Direct Service Associate III 🛛 🔍 🍠	
	Role Title: Direct Service Associate III	× .

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

$\diamond\diamond\diamond$	Applicant name 🗘	Flags	Application status 🗘	Screening activities 🗘	Score 🗘	Documents	Actions				
000	APR 10 2023 Question Conces		Under Review by Search Committee (New)	+ New activity	Application 0%	Resume Form Other documents	Progress Decline :				
000	APR 10 2023		Under Review by Search Committee (New)	+ New activity	Application 0%	Resume Form	Progress Decline :				
$\diamond \diamond \diamond$	APR 10 2023		Recommend for hire (Offer Card Launches)	+ New activity	Application 0%	Resume Form	Progress Decline :				
1-5 results out of 5 V											
Switch to previous Manage Applications experience											

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.





nmsu.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sD	ata=UFUtViMt/	Ar7f1SF	1
inge application status			
acomolete			
lonpiete ubmitted			
udinitieu Inder Berlien by Search Committee (New)			
Internetiewed Not Selected (Send Email)			
for metric Action Action Device (Clear to Enter Jour for under utilized positions)			
Infinitive Action Review (Prior to Interviews for underutilized positions)			
inalist Under Review			
st interview (Prioritz control intervice)			
st Interview Accepted			
Stimulative Declined			
ntervieweu, not selecteu (send Email)			
ampus interview Jeference Check – Letters of Percommendation			
leterence Check – Letters of Recommendation			
ecommend for nire (Offer Card Launches)			
end Offer Letter (Online Offer Made)			
Mer Accepted			
ner Accepted, Form Complete			
ackground Check in Progress			
ackground Check Completed			
ackground Check Onsuccessful			
pplicant declined			
ppicant withdrawn			
eep warm			
osition on Hold			
Victorawai of Offer			
enoved			
Save Next> Cancel			

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.

