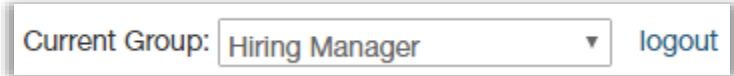


To start a Hiring Proposal, the Applicant Reviewer must have moved an applicant to Request to Hire. Once the Request to Hire has been submitted:

- Log onto the eJobs system using your ETSU username and password.
- Verify or select your Current Group (Hiring Manager, Dean/Administrative Unit, Department Chair/Director or Vice President/President)



Current Group:

Finding an Application

To find an applicant from your watch list:

1. Select the posting from your Watch List
2. Click the “Applicants” tab
3. Click the applicant’s name to open the application

To find an application from the Posting tab:

1. Hover over the “Postings” tab and click on the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty)
2. On the Search screen, select the posting or search using the posting number or position title
3. Hover over the “Action” button next to the selected posting and click **View Applicants**
4. Click the applicant’s name to open the application



Start the Hiring Proposal

1. Click on the **Start Hiring Proposal** button on the right.
2. Select or verify the position description for this hire. Scroll to the bottom of the screen and click **Select Position Description**.
3. Complete the required fields on each page of the Hiring Proposal. You must click either **Next** or **Save** on each screen to save your data.
4. A red exclamation point next to a page name indicates required data that is missing. Click **Edit** next to the page name to complete the page and then return to the Summary page.
5. Click **Take Action On Hiring Proposal** and select the appropriate workflow action.
6. On the popup screen, click **Submit**. By default this hiring proposal will be added to your Watchlist so you can track the approval process.

