



**OLD DOMINION**  
UNIVERSITY

# PAPERS7 User Guide



## **CLASSIFIED RECRUITMENT**

### **Initiating & Approving the Hiring Proposal**

Department of Human Resources  
September 2019

# HIRING PROPOSALS

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1. The Hiring Manager will dispense and submit the final candidate recommended for selection and the finalists to the HR Recruiter for review and approval in PAPERS7. If approved, the HM will initiate a Hiring Proposal for the selected candidate. In the Hiring Proposal, the HM will have the opportunity to propose a starting salary, propose an effective date and attach documents such as the references and matrix. Once the Hiring Proposal is completed, the hiring manager will submit the proposal to the BUD and the VP (if additional funds are needed) for approval. The BUD will submit the hiring proposal to HR for approval.
2. The candidates who are recommended for hire will remain an active group to be utilized as alternates if the chosen finalist declines the position
3. The HR Recruiter will send emails to those candidates who are not recommended for hire
4. The Hiring Manager is the only user who can begin the Hiring Proposal
5. Once approved by HR, the Hiring Proposal will be returned to the HM. The HM will receive an e-mail from the HR Recruiter informing them that they may proceed with the verbal offer.
6. If the candidate accepts the verbal offer, the HM will return the hiring proposal back to HR so an offer letter and other new hire materials can be mailed to the new hire.
7. If there are salary negotiations, the HM must receive approval from HR before offering a candidate a salary different than the salary that was originally requested in the hiring proposal.
8. If the candidate declines the offer, the HM will return the hiring proposal back to HR noting that the candidate declined the offer. The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.

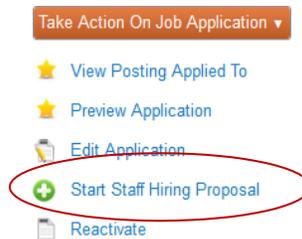
## CREATING THE HIRING PROPOSAL(S):

Click on the Finalist's (Campus Interviewed – Recommended for Hire) name:

Ad hoc Search 5 Save this search? Actions ▾

Full Name	Workflow State (External)	Application Date	Workflow State (Internal)	
No LAsT Name In HeRE, mysteriousMAN	Under Review by Department	February 27, 2017 at 03:35 PM	Under Review by Department	Actions ▾
Smith, Emily	Under Review by Department	February 27, 2017 at 03:43 PM	Campus Interviewed-Recommended for Hire	Actions ▾

In the upper right-hand corner, click on the green “Start Staff Hiring Proposal” link



It's possible that the Hiring Manager may have more than one position they are hiring for, so be certain to select the correct button next to position description, and then click on the **“Select Position Description”** tab.

### Selected Position Description

- BUSINESS MANAGER/ACCOUNTANT

### Position Descriptions

Open Saved Search ▾ Search:  Search Hide search options

Add Column: Add Column ▾

Department: A & L PUBLIC SER  
ACADEMIC ENHANCEMENT  
ACADEMIC SKILLS INSTRUC.  
ACADEMIC TV PUBLIC SVCS

Position Descriptions

🔍 Saved Search: "Position Descriptions" (1 Item Found)

Working Title	Position Number	Department
Staffing & Operations Assistant	00034A	HUMAN RESOURCES

Select Position Description

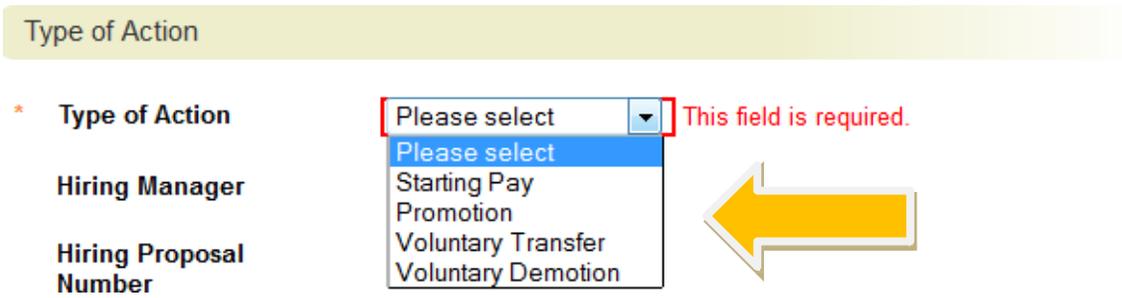
The HM will use the navigation tabs under, “**Editing Hiring Proposal**,” to move through the Hiring Proposal workflow.



The screenshot shows the Old Dominion University logo at the top. Below it is a blue navigation bar with tabs for 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. A breadcrumb trail reads 'Position Actions / ... / Staff Hiring Proposal / Senior Locksmith / Edit'. A sidebar on the left, titled 'Editing Hiring Proposal', contains a green arrow pointing to 'Hiring Proposal', followed by 'HR Information' (with a green checkmark), 'Hiring Proposal Documents' (with a green checkmark), and 'Hiring Proposal Summary'. A yellow arrow points to this sidebar. The main content area is titled 'Hiring Proposal' and includes a 'Check spelling' button (with a green checkmark and 'ABC' icon) and a red asterisk indicating 'Required Information' for the 'Applicant Information' section.

Information from the approved Position Description will default into some of the fields. In order to complete the process, the Hiring Manager will need to complete **all** other fields such as items below...

### Type of Action:



The screenshot shows a form field labeled 'Type of Action' with a dropdown menu. The dropdown is open, showing options: 'Please select', 'Starting Pay', 'Promotion', 'Voluntary Transfer', and 'Voluntary Demotion'. A red box highlights the 'Please select' option, and a red asterisk with the text 'This field is required.' is next to it. A yellow arrow points to the dropdown menu.

As the Hiring Proposal is the electronic version of the Pay Action Form, the HM will also enter the candidate's current and/or former position, proposed salary data, effective date for new position etc....

If the applicant is a current state employee, please complete all fields. If the applicant is not a current state employee, complete only the Working or Non-State Position Title.

Position Number	<input type="text"/>
Role Code	<input type="text"/>
Role Title	<input type="text"/>
Pay Band	<input type="text"/>
Current State Agency/Company	<input type="text"/>
Working Title/Non State Position Title	<input type="text"/>

### Proposed Salary Data for New Position

Effective date	<input type="text"/>
Is visa sponsorship needed for this candidate?	<input type="text" value="v"/> <i>Hiring Manager only completes after the offer has been made</i>
Position Number	01023A
Role Code	79033
Role Title	Trades Technician III
Pay Band	03
Working Title	Senior Locksmith
* Proposed Annual Salary/Hourly Rate	<input style="border: 2px solid red;" type="text"/> <i>This field is required.</i>
Current Budgeted Amount for Position	<input type="text"/>



Instances where the budget will need to be adjusted, the HM will complete the “**Budget Information – Authorization to Transfer Funds,**” as well as, the “**Transfer Funds From**” section. To enter into the transfer funds from section, you must click on the “add transfer funds from entry” button. This information will be conveyed to the Budget Office through the workflow. As with creating a posting, various required fields are highlighted in **red**.

## Budget Information - Authorization to Transfer Funds

Base Salary Increase Amount

Base Benefits Amount

Total Base Increase

### Transfer Funds from

Click the **Add Transfer Funds from Entry** button to complete the budget information section.

Add Transfer Funds from Entry



To assist the HM with completing this portion of the Hiring proposal, there are links embedded in this screen which when clicked will open to further information, example:

#### Justification for Action Requested

Complete ALL pay factors as all should have been considered in reaching this pay decision salary discussion with the successful candidate [Pay Factors Definitions Click here](#)

#### Market Data

\* Market Data

[\(click for examples\)](#)

After completing and verifying that all the necessary information has been added, click the **NEXT** button to save the information, as well as, move forward to the next screen.

Save

Next >>

The next screen is where the hiring proposal documents will be uploaded. These documents include the Reference reports (2 required from current and former supervisors) etc.... By clicking on the “**Actions**” button, a drop-down menu will reveal the choices to select.



Links to the various forms are embedded in this screen as well for ease of use...

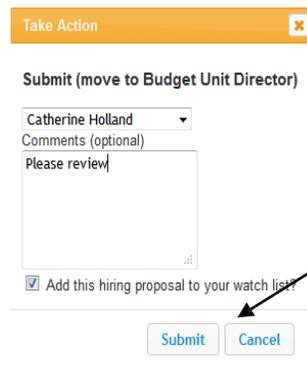


Once the hiring proposal documents have been uploaded and the PDF conversion has begun, clicking the next button will take the HM to the summary page where the hiring proposal can be reviewed in its entirety.

If all information is entered and correct, click on the “Take action on this posting” button to either continue working on the Hiring Proposal, cancel, or move Hiring Proposal to the Budget Unit Director.



A “**Take Action**” button will appear with further instructions:



If the HM has selected to move the Hiring Proposal to the BUD, they will receive an email notification that the Hiring Proposal is ready for review. The BUD can edit the proposal or by clicking the “Take Action on this Posting,” they can continue working on the Hiring Proposal, submit it to the HR Recruiter for initial review, or Return it to the HM.



The HR Recruiter will review the Hiring Proposal and submit it to the HR Director for review and approval. Once approved by the HR Director, the HR Recruiter will send an email to the HM to make **verbal offer** to candidate.

If the candidate **accepts** the verbal offer, the HM will return the email and the Hiring Proposal back to the HR Recruiter.

If the candidate **declines** the verbal offer, the HM will return the Hiring Proposal back to HR noting that the candidate has declined the offer.



The HM will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.