East Carolina University®

POSTDOC Applicant Tracking (HIRE) User's Guide

Revised by the
Office of Postdoctoral Affairs

June 2025

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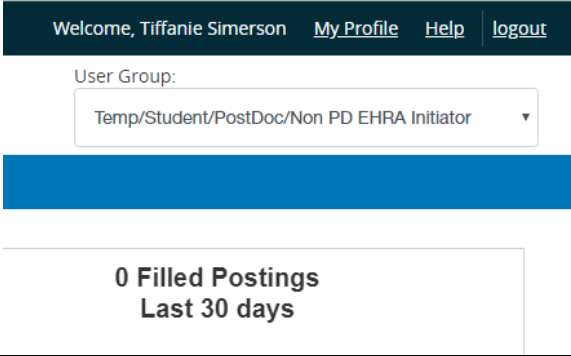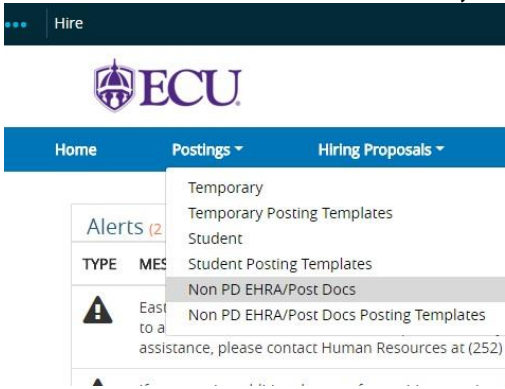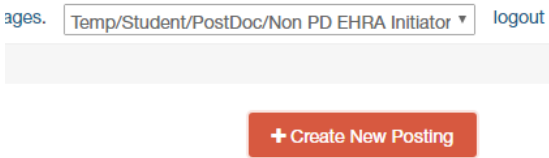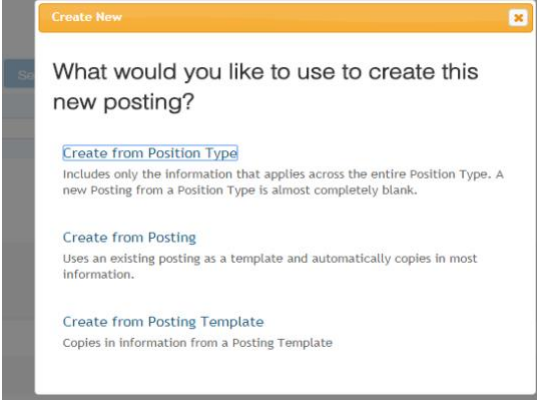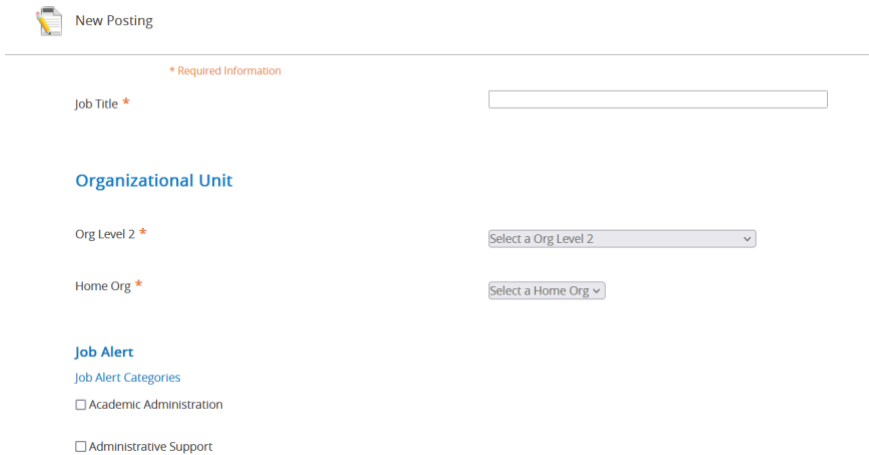
Overview

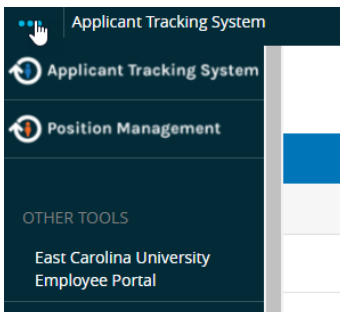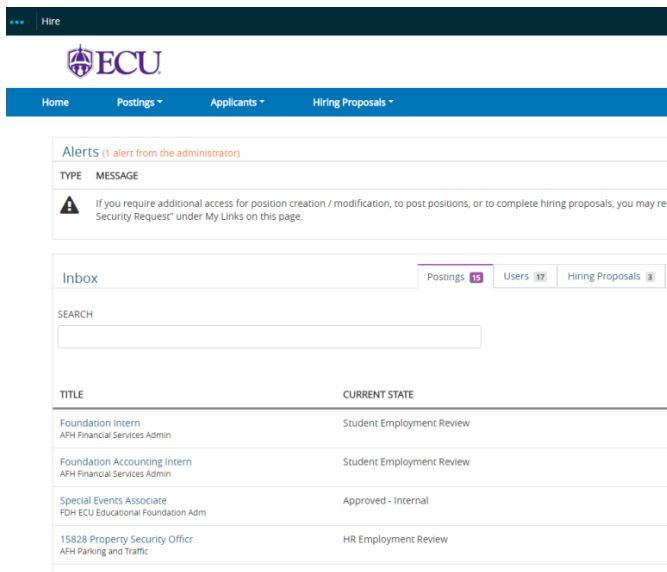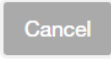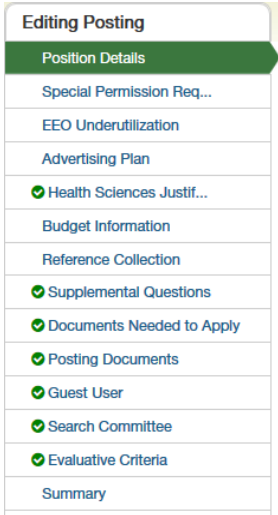The Applicant Tracking module is used to 1) post job vacancies, 2) review the applicant pools and 3) create a hiring proposal for Postdoc positions. These steps are completed by a departmental or other appropriate admin. Search committee members can also access applicant materials for review.

Create a New Job Posting (Admin)

Step	Action
1	Log in to *People Admin* (https://ecu.peopleadmin.com/hr/login) click SSO Authentication to log in. Change the module to **Applicant Tracking System** (click on three dots in the upper lefthand corner), if needed.
2	Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox. You may continue to manually change your default user group using the instructions provided below.
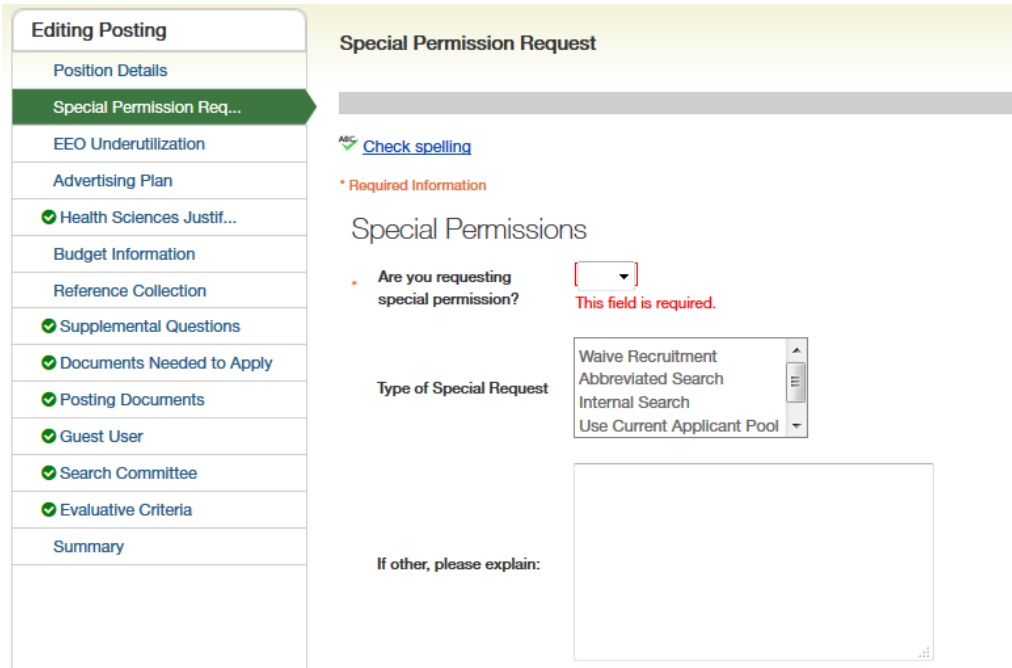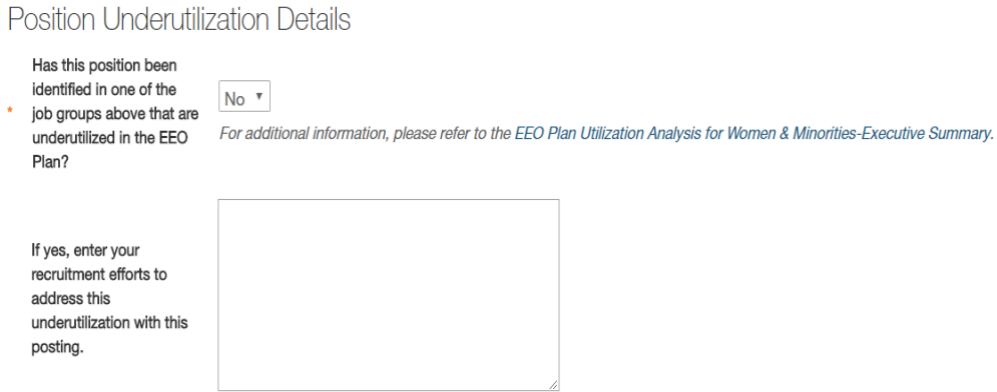
Step	Action
	Change the *Default User Group* (top right corner) on your home page to *Temp/Student/PostDoc/Non PD EHRA Initiator.* Welcome, Tiffanie Simerson My Profile Help logout User Group: Temp/Student/PostDoc/Non PD EHRA Initiator ▼ 0 Filled Postings Last 30 days
3	The page should automatically refresh. A blue confirmation message will at the top of the screen. ⓘ You are now viewing the system as a member of the Temp/Student/PostDoc/Non PD EHRA Initiator group **Note:** The menu may change based on your default settings.
4	Click the **Postings tab** and choose **Non PD EHRA/Post Docs,** from the drop-down. Hire ECU Home Postings ▾ Hiring Proposals ▾ Temporary Temporary Posting Templates Student Alerts (2 Student Posting Templates TYPE MES Non PD EHRA/Post Docs Non PD EHRA/Post Docs Posting Templates ⚠ East to a assistance, please contact Human Resources at (252)
5	Click **Create New Posting**. A *Create New* dialog box opens with multiple options. ages. Temp/Student/PostDoc/Non PD EHRA Initiator ▼ logout ➕ Create New Posting
6	*Choose **Create from Position Type**. You may also select **Create from Posting** if the position has been posted before or **Create from Posting Template** if a template has been created.

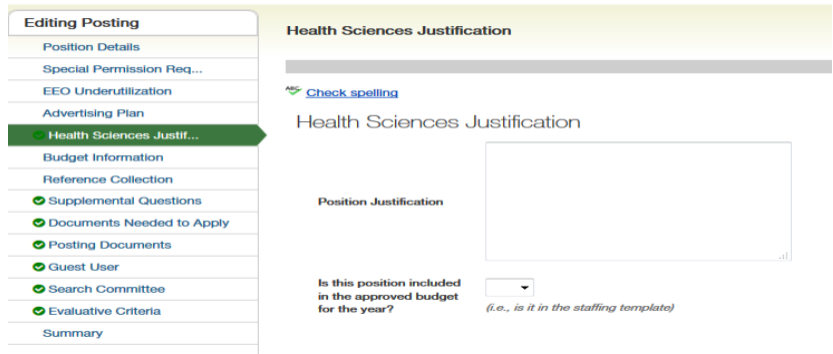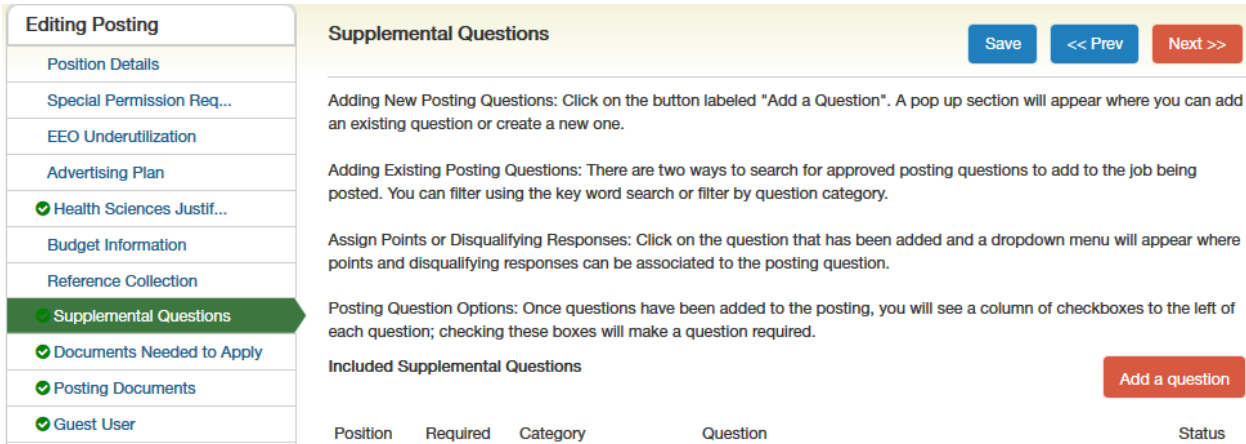| Step	Action
	Create New ☒ What would you like to use to create this new posting? **Create from Position Type** Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank. **Create from Posting** Uses an existing posting as a template and automatically copies in most information. **Create from Posting Template** Copies in information from a Posting Template
7	The *New Posting* page displays. 📄 New Posting * Required Information Job Title * **Organizational Unit** Org Level 2 * Select a Org Level 2 Home Org * Select a Home Org **Job Alert** Job Alert Categories ☐ Academic Administration ☐ Administrative Support Complete the requested information on the page to include the job title, division, and departmental information. **Position title** will be **Postdoctoral Scholar**. **Job Alert** will be **Postdoctoral Scholar** and any other category that may apply.
8	Applicant Workflow
8	***OPA does not recommend this feature.*** If you choose to use the *Reference Feature*, select **Interviewed – Pending References** from the drop-down box on both the *Reference Notification* and *Reference Workflow*. You will also select **Reference Letter** from the *Recommendation Document Type*. *Note: Select this feature only if you want reference letters to be submitted directly through PeopleAdmin. The search committee can request letters directly from references even if this option is not selected.*

Step	Action
9	Verify that the **Accept Online Applications** box is checked.
10	Click **Create New Posting** (bottom right of the screen). The *Editing Posting* menu displays.
11	Complete all fields on the *Position Details* tab following the information below. You will notice that there is instructional text beneath all of the fields. <mark>*** Indicates required info, but for Postdocs, OPA requires all information be entered as indicated below.***</mark>

Step	Action

Postings / **Non PD EHRA/Post Docs** / **Postdoctoral Scholar** (Draft) / Edit: Position Details

Editing Posting

Position Details
- Special Permission Req...
- ⊘ Advertising Plan
- ⊘ Health Sciences Justif...
- ⊘ Budget Information
- Reference Collection
- ⊘ Supplemental Questions
- ⊘ Documents Needed to Apply
- ⊘ Posting Documents
- ⊘ Guest User
- ⊘ Search Committee
- ⊘ Evaluative Criteria
- Summary

Position Details   [Save]   [Save & Continue]

📄 Check spelling
To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.
* Required Information

Position Information

Job Title   Postdoctoral Scholar

* Position Number   PDS-XXXX-00-00
This field is required.

All Candidates ⌄

* Vacancy Open to   *Selection indicates if position open to all candidates or current employees to be displayed on job posting*
This field is required.

* Are you willing to sponsor nonimmigrant visas for the position?   ⌄
This field is required.

Posting Details
Job Title: Postdoctoral Scholar *(pulls in automatically)*
*Position Number: PDS-XXXX-00-00
*Note: For PeopleAdmin posting purposes only, you will use a Position Number configured with the letters PDS, a dash, then the 4-letter acronym of your department, a dash, then the two numbers of the posting month, a dash, then the two numbers of the current year. For example, if Biology is posting a postdoctoral scholar position in **February 2020**, the position number in PeopleAdmin posting would be: **PDS-BIOL-02-20**, if there are two positions posted for a single department, please use a –01 or –02.*
*Vacancy Open to: select All Candidates
*Are you willing to sponsor nonimmigrant visas for the position?: select **No** or **Yes**
Note: Select 'yes' if you want to consider international candidates that require a visa to work in the US. If "no" is selected to this question, all non-US citizens/permanent residents will be automatically removed from the applicant pool.
*Department Homepage: enter your department's website address
*Advertising Department: select your department
*Division: select your division
*Applicant Reviewer Access: select each name of those who may screen applicants in this field
*Search Committee Chairperson: enter supervisor (mentor) name
Chairperson Phone Number: enter phone number
*Search Committee Members: enter supervisor (mentor) name
Note: Postdoc positions only require a single search committee member (the mentor), but additional committee members can be included if desired.
*Have all search committee members participated in mandatory search committee training conducted by POSO? Select correct answer
Classification Title: Postdoctoral Scholar
*Working Title: Postdoctoral Scholar
*Reason for Vacancy: select New Position or Separation
Date of Separation/Transfer/Promotion: click in box and select date if applicable
Name of employee replaced: enter name if applicable
*Number of Vacancies: enter number of vacancies
*Full Time Equivalent (FTE): 1.0
*Full Time or Part Time: select Full Time
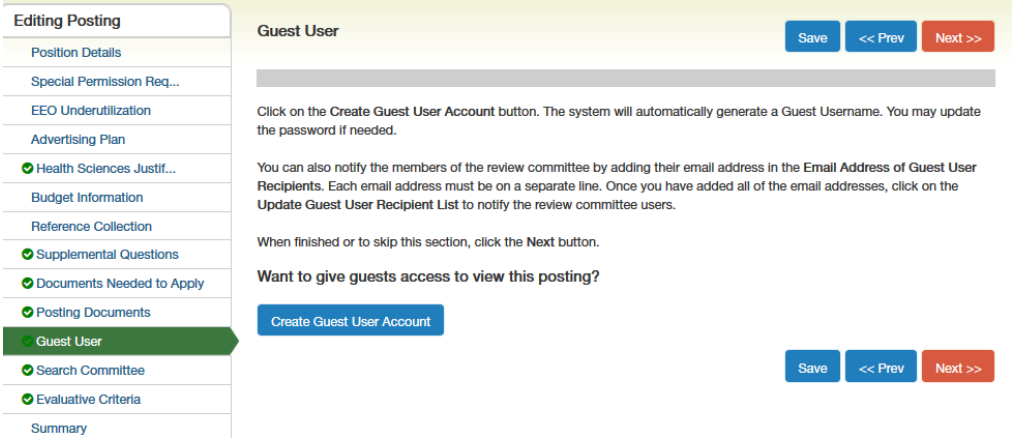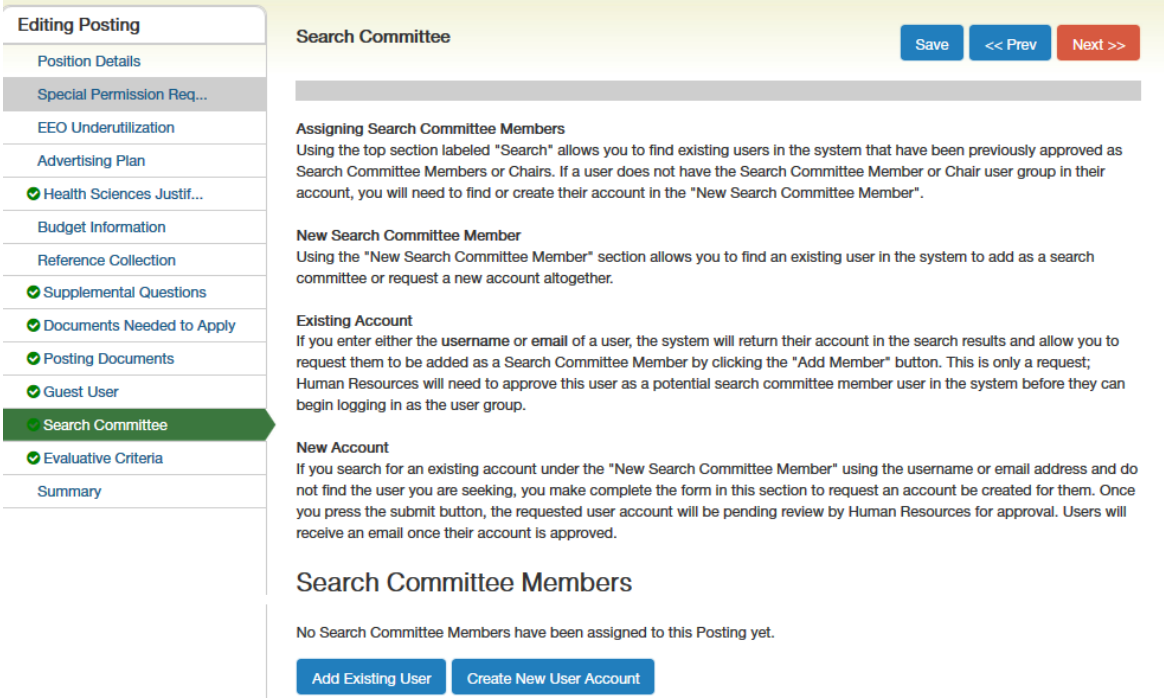**Recruitment Range**: $62,232

Step	Action
	Note: ECU requires that postdoctoral scholar according to the NIH NRSA pay scale. The current minimum salary for postdocs with no prior experience is $62,232. 2025 NIH NRSA pay levels can be found at: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-105.html. ***Position Location (City)**: Greenville or Manteo (CSI Faculty ONLY) **Position Type**: select Postdoctoral Scholars **Job Category**: select Postdoctoral Scholars ***Organizational Unit Overview**: enter summary of your department ***Job Duties**: copy/paste from the SUMMARY OF DUTIES section on the Position Description Form ***Minimum Education/Experience**: English Proficiency, Excellent written and oral communication skills, PhD or MD or equivalent terminal degree required (may copy/paste from Position Description Form but it must include the previous items listed) ***License or Certification Required by Statute or Regulation**: enter only if applicable to the job **Preferred Experience, Skills, Training/Education**: copy/paste from the PREFERRED EXPERIENCE section on the Position Description Form **Special Instructions to Applicant**: <u>copy/paste the following</u> - To be considered for this position, all applicants must apply through PeopleAdmin and attach their CV or resume, cover letter and names and contact information of 3 references. Appointments are typically for a one-year period. Five years is typically the maximum total period that any individual may serve as a Scholar at ECU. The University, in its sole discretion, has the option to renew or extend any appointment, subject to the availability of funds, past performance evaluations and/or any other lawful reasons. For other information on the ECU Office of Postdoctoral Affairs, please visit our website at: https://rede.ecu.edu/postdoctoral/ **Job Open Date**: click in box and select date **Open Until Filled**: at the department's discretion **Job Close Date**: click in box and select date *(minimum of 7 days)* **Initial Screening Begins**: click in box and select date (will be the closing date or 7 days after posting if posting as open until filled) ***Essential Job Requirements**:

☐ assimilate information, reason, and communicate effectively with students and colleagues
☐ make discriminations relating to grades and level of achievement
☐ meet classes regularly and perform all tasks necessary for carrying out normal instructional activities
☐ participate in University and community activities, especially as they may relate to the responsibility to render service in the academic community
☐ meet with students and advise on the academic programs and individual studies
☐ perform research or other creative activity that contributes significantly to the academic field
☐ plan, organize, conduct meetings, and perform all tasks necessary for carrying out normal administrative duties

This field is required.

Select those that apply to this position

*Physical Requirements:

☐ Sitting and/or Standing
☐ Sensory perception necessary for effective communication
☐ Ability to perform the activity being taught (may apply in some faculty areas, such as physical education)
☐ Ability to demonstrate or perform the clinical skills required in the course and/or treatment setting (may apply in clinical areas, such as the medical school)

This field is required.

Select those that apply to this position

Additional Requirements: enter if applicable
Terminal Degree: enter PhD, MD, DMD or DDS or a combination of these degrees

Step	Action
	Note: please be sure to click on all acceptable degrees; candidates without one of the indicated degrees may not be considered. **Is this degree required or preferred**? Select Required **Rank Level**: select Not Applicable **Appointment Term**: select 12-month **Does This Recruitment Qualify for the Modified Search Process**: select Yes-Postdoctoral Scholar position. **Desired Selection Date**: click in box and select date
12	Click **Save**.
13	Click **Next**. The *Special Permission* page displays. **Select No.**
14	Click **Save**.
15	Click **Next**. The *EEO Underutilization* page displays. **Select No.**
16	Click **Save**.
17	Click **Next**. The *Advertising Plan* page displays. Select all free advertising sites and select the job categories under those sites. In the Professional conferences & other efforts that will

Step	Action
	be made to attract a diverse applicant pool box please list any professional conferences, listservs, etc. that will be used. **Advertising Plan** Free Online Recruitment: Costs currently covered by the Office of Equity & Diversity and the Department of Human Resources ☐ HERC (no charge; please specify category below) ☐ HigherEdJobs.com (no charge) ☐ InsideHigherEd.com (no charge; please specify category below) ☐ INSIGHTIntoDiversity.com (no charge; please specify category below) In order for the position to be advertised on HERC, please select a category from the list — *Please select* ▼ If this posting should be advertised on InsideHigherEd.com, select a category from the list at the right — *Please select* ▼ ***Note:*** *Any external postings of this position must contain a job description and qualifications that are taken directly from the Position Description Form and the corresponding PeopleAdmin posting (i.e. listservs, journals or professional organizations) and must refer the applicant to the ECU Job Postings site:* https://ecu.peopleadmin.com/
18	Click **Save**.
19	Click **Next**. The *Health Sciences Justification* page displays Complete the Health Sciences Justification page if the unit if required by the division.
20	Click **Save**.
21	Click **Next**. The *Budget Information* page displays. Click **Add Budget Summary Entry**. Enter all budget information from Position Description Form.
22	Click **Save.**
23	Click **Next**. The Reference Collection page displays. ***OPA does not recommend this feature (see step 8 above).***

Step	Action
	To set up reference collection through PeopleAdmin, please complete all fields on this page. **References** * Will references be obtained through the PeopleAdmin? ▼ This field is required. If yes, please indicate the minimum required number of reference requests Please indicate the maximum amount of reference requests that the applicant can provide
24	Click **Save**.
25	Click **Next**. The *Supplemental Questions* page displays. *This is at the discretion of the department and not required.* Editing Posting Position Details Special Permission Req... EEO Underutilization Advertising Plan ✅ Health Sciences Justif... Budget Information Reference Collection ✅ Supplemental Questions ✅ Documents Needed to Apply ✅ Posting Documents ✅ Guest User **Supplemental Questions** Save << Prev Next >> Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one. Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category. Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question. Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required. **Included Supplemental Questions** Add a question Position Required Category Question Status If you wish to create or add supplemental questions, please select from approved questions or submit a question for approval.
26	Click **Save**.
27	Click **Next**. The *Documents Needed to Apply* page displays. Select Curriculum Vitae/Resume, Cover Letter, List of References as **Required**.

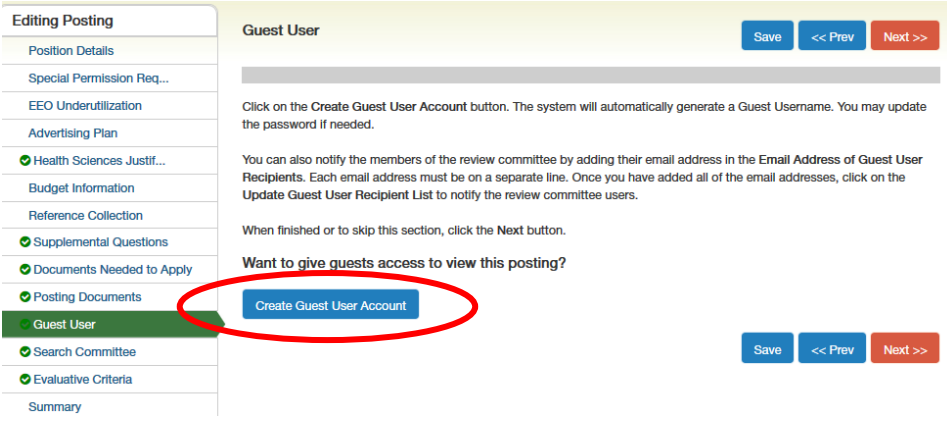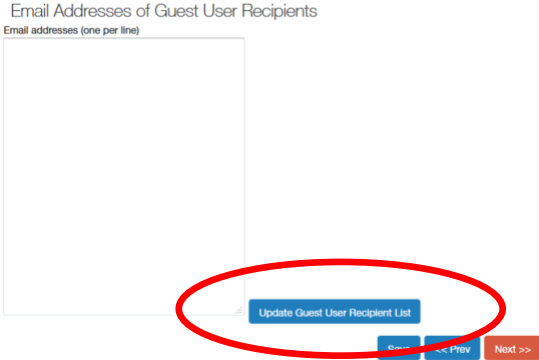| Step	Action
	 Note: The default setting for documents is *Not Used*. You must select all optional or required documents.
28	Click **Save**.
29	Click **Next**. The *Posting Documents* page displays. For document type **Additional Document**, click actions and upload the Position Description Form. This will be viewable by POSO, Budget and the Office of Postdoctoral Affairs for approval purposes.
30	Click **Save**.
31	Click **Next**. The *Guest User* page displays. • Set up *Guest User Accounts* ONLY there are if search committee members external to ECU. • If you DO NOT wish to create a *Guest User Account*, click the **Search Committee** tab. • See Create a Guest User instructions below to create a *Guest User Account*.

Step	Action
	Editing Posting Position Details Special Permission Req... EEO Underutilization Advertising Plan ✔ Health Sciences Justif... Budget Information Reference Collection ✔ Supplemental Questions ✔ Documents Needed to Apply ✔ Posting Documents Guest User ✔ Search Committee ✔ Evaluative Criteria Summary **Guest User** Save << Prev Next >> Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed. You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users. When finished or to skip this section, click the **Next** button. **Want to give guests access to view this posting?** Create Guest User Account Save << Prev Next >>
32	Click **Save**.
33	Click **Next**. The *Search Committee* page displays. **Editing Posting** Position Details Special Permission Req... EEO Underutilization Advertising Plan ✔ Health Sciences Justif... Budget Information Reference Collection ✔ Supplemental Questions ✔ Documents Needed to Apply ✔ Posting Documents ✔ Guest User Search Committee ✔ Evaluative Criteria Summary **Search Committee** Save << Prev Next >> **Assigning Search Committee Members** Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member". **New Search Committee Member** Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether. **Existing Account** If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group. **New Account** If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved. **Search Committee Members** No Search Committee Members have been assigned to this Posting yet. Add Existing User Create New User Account Complete the Search Committee page clicking **Add Existing User**. The search committee should consist of the faculty mentor and any other desired search committee members (additional search committee members not required). Adding Search Committee Members in this page provides access as a Search Committee Member where they may log in and view the posting, applicants, and all application materials.
34	Click **Save**.
35	Click **Next**. The *Evaluative Criteria* page displays. *This is at the discretion of the department (not required).*

Step	Action
	Complete the Evaluative Criteria page as necessary.
36	Click **Save**.
37	Click **Next**. Review the information for accuracy.
38	Click **Take Action on this Posting**. The *Workflow Actions* menu displays. This will give you the option to route through the appropriate areas for approval. Click the appropriate approver by selecting the *Workflow Action* based on your Division protocol. If your College and/or Division does not choose to approve Postdoctoral Scholar PeopleAdmin postings for Level 1 or Level 2, submit to the next approval type following Level 2 which will be budget. For budget select the appropriate approver name based on funding type. **BUDGET GROUPS ROLES** **16065 State: 111XXX (Heather Taylor & Tim Morris & Dawn Quist)** **16066 State: 112XXX Tim Morris & Heather Taylor & Dawn Quist** **Non-State (ITF/ECUP): 12XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX** **(Yolanda Hill/ Laura Fanning/ Dawn Quist)** **Foundation: EXXXX, AXXXX (Mark Sarfo/ Heather Wiggins/ Brittany Stockstill)** **Medical Foundations: MXXXX (Joel Stocks/ Mandy King)** **Sponsored Awards: 21XXX,28XXX (Karen Mizzelle/ Steve Ayers/ Janice McGowan)**

Step	Action
	* Non-State Funds Salaries $150,000 - $250,000 will require approval (AF Vice Chancellor Stephanie Coleman)
39	Click **Submit**.
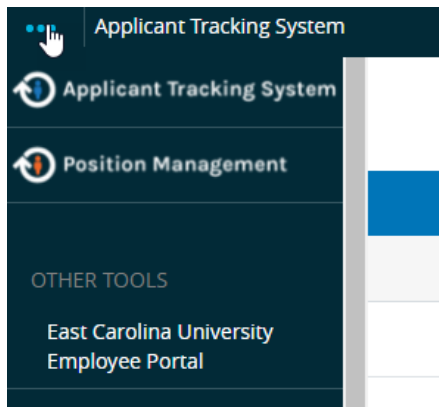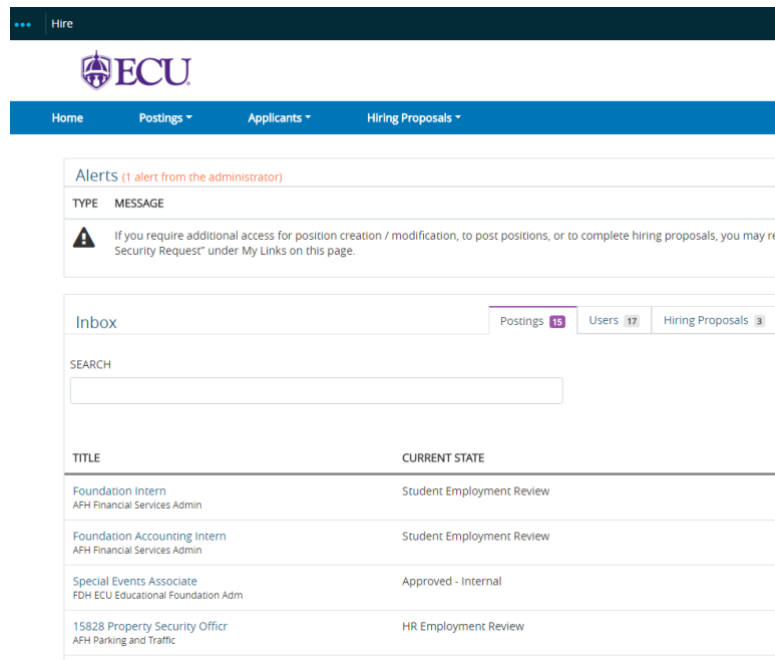
Complete the Guest User Account
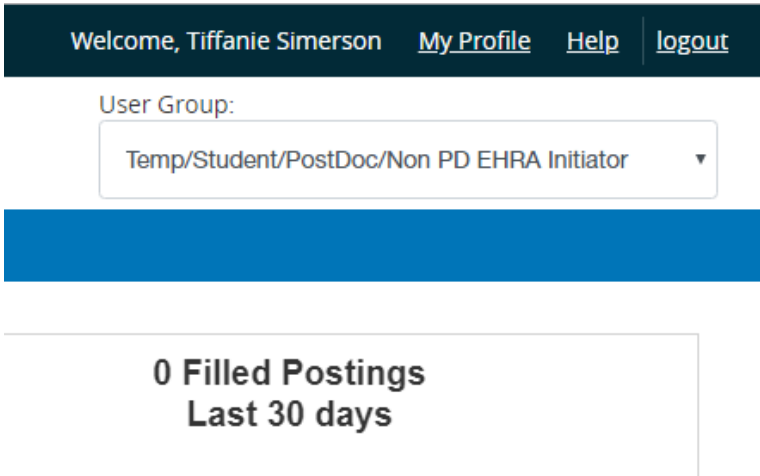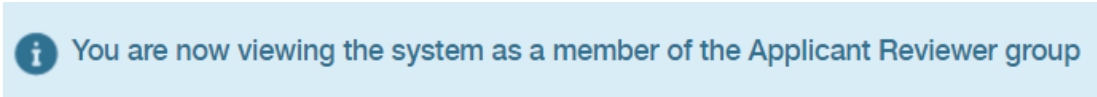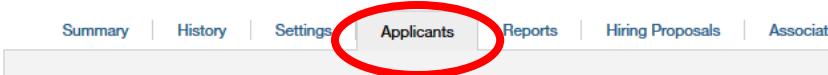
Create a guest account for any search committee members external to ECU.
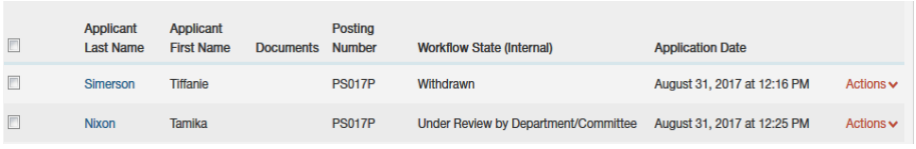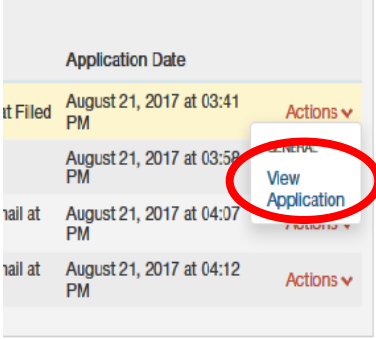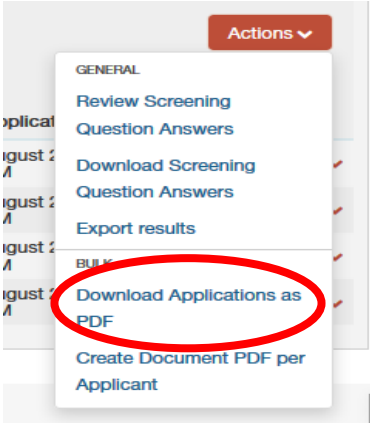
Step	Action
1	Select the **Guest User** tab. The *Guest User* page displays. Click **Create Guest User Account**.
2	Verify the username and password. Update or change the password, if needed.
3	Enter the guest user's email address. *Any search committee members who are NOT ECU Faculty and Staff will need access as a Guest User.*
4	Click **Update Guest User Recipient List**.
5	Click **Next** to move to the *Summary* tab.
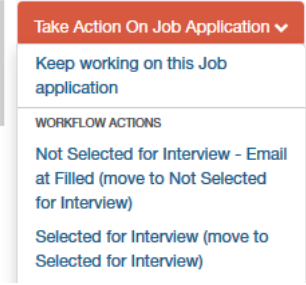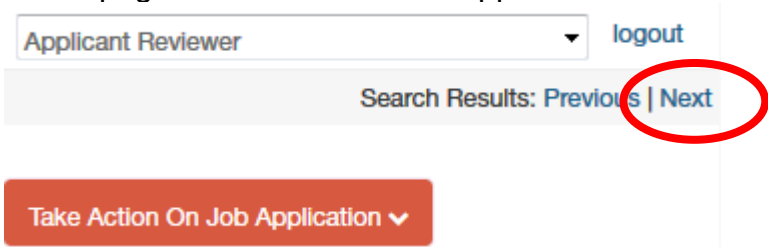
Review the Applicant Pool (Admin or Search Committee)

The applicants may be reviewed beginning on the initial screening date, regardless of whether the position is open until filed or has a close date. The Applicant Reviewer will update the statuses based on recommendations from the Search Committee.

Step	Action
1	Log in to *People Admin* (https://ecu.peopleadmin.com/hr/login) click SSO Authentication to log in Change the module to **Applicant Tracking System**, if needed.
2	Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.

Step	Action
	You may continue to manually change your default user group using the instructions provided below.
	Change the *Default User Group* (top right corner) on your home page to *Applicant Reviewer* (admin) or *Search Committee Member* (Faculty/Search Committee).
	Welcome, Tiffanie Simerson My Profile Help logout User Group: Temp/Student/PostDoc/Non PD EHRA Initiator ▼ 0 Filled Postings Last 30 days
3	The page should automatically refresh. A blue confirmation message will appear at the top of the screen. ⓘ You are now viewing the system as a member of the Applicant Reviewer group **Note:** The menu may change based on your default settings.
4	Postings that have applicants ready for review will display in your inbox. Click on the **Job Title** which will open up the posting. Inbox ❹ Displaying items for group "Applicant Reviewer". Postings (4) Hiring Proposals (0) Position Requests (0) Special Handling Lists (0) Job Title Type Current State Owner
5	Click the **Applicants** tab. Summary	History	Settings	Applicants	Reports	Hiring Proposals	Associat The *Posting* displays all applicants for that posting.

Step	Action
6	Click the name of an applicant to review. The job application displays.
7	**Option 1.** To view an individual application, click on the **Applicant's Name** to open the application or click the **checkbox** to the left of the Applicant's Name and hover over the *Action button* to the right and select **view application.** To view supplemental documents, scroll to the bottom of the page and select **View** under *Combined Document*. **Option 2.** To view multiple applications at once, click the **checkboxes** to the left of the Applicant's Names, then hover over the *Action button* at the top and select **Download Applications as PDF.**
8	Click **Take Action on Job Application**.

Step	Action
	Take Action On Job Application ▾ Keep working on this Job application WORKFLOW ACTIONS Not Selected for Interview - Email at Filled (move to Not Selected for Interview) Selected for Interview (move to Selected for Interview)
9	Click **Next** at the top of the page to move to the next applicant. Applicant Reviewer logout Search Results: Previous | Next Take Action On Job Application ▾
10	Follow these steps to review all additional applicants.
11	Once candidates have been selected for interview, code these candidates as "selected for interview". The OPA recommends leaving other candidates as "under review" until a candidate of choice has been identified. If the search committee decides to interview additional candidates from the pool, change the coding for these candidates to "selected for interview. After a candidate of choice has been identified, code all candidates appropriately and indicate the "Reason for Non-selection". *NOTE: Note: Reference letters can be requested at any point in the process, but must be consistent throughout the process. For example, you can request letters for all candidates selected for an interview.* *Reference letters should be retained in the search committee file and retained by the appropriate admin for the mandatory designated period.* For applicants not selected: **Option 1.** To move them in the workflow individually, click the **checkbox** to the left of the applicant's name, hover over the *Actions button*, then click **Move in Workflow.** On the next screen, from the dropdown box, select the appropriate **Workflow State** and the **Reason for Non-Selection** from the dropdown box that appears on the right.

Step	Action
	  Option 2. To move multiple applicants, select the **checkboxes** to the left of the applicant's names, hover over the *Actions button*, then click **Move in Workflow.** You can change the status for all applicants or change them individually.
12	Once interviews for the position have been completed, you will update the applicants' statuses as appropriate. Using the instructions above.

Take Action on Job Applicant Status
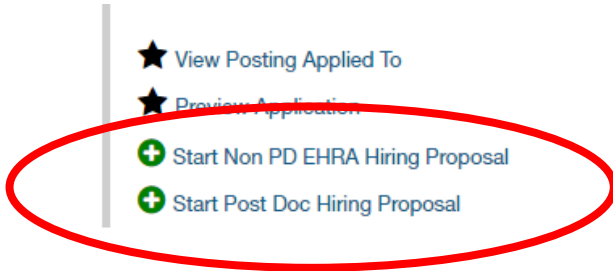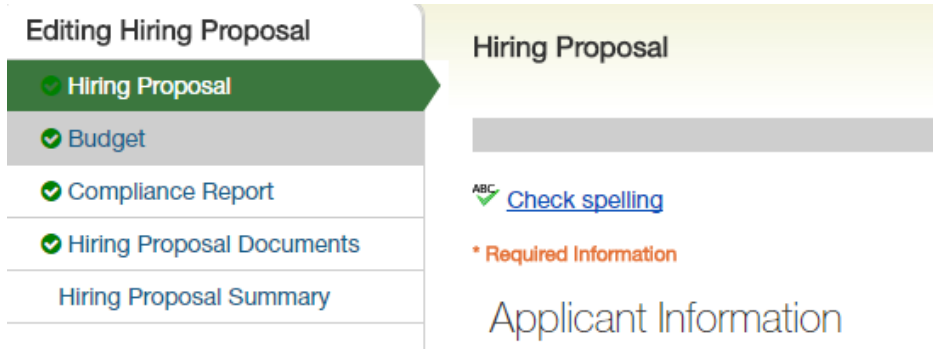
Choose 1 of 5 actions.
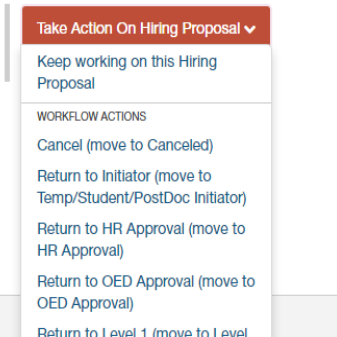
Workflow Action	Description
Selected for Interview	This option will be used for applicants who are selected for interview.
Not Interviewed, Not Selected – Email at Filled	Document non-selected applicants' skills compared to selected candidate.
Interviewed Phone, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Videoconference, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Conference, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Campus, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed – Pending References	This option will be used if you selected the reference feature on the posting. Changing the candidate to this workflow state generates as email to the references provided by the candidate to submit a reference letter.
Interviewed – Candidate of Choice	Candidate selected for the position.

Create the Hiring Proposal

The *Create Hiring Proposal* action moves the successful candidate into a vacant position.

Note: This procedure is the same regardless of employee type or user role.

Step	Action
1	From the *Applicants* tab, choose the candidate.
2	Click the appropriate **Start Hiring Proposal**. The *Selected Position Description* screen displays showing all positions within your department. ★ View Posting Applied To ★ Preview Application ⊕ Start Non PD EHRA Hiring Proposal ⊕ Start Post Doc Hiring Proposal
3	The *Hiring Proposal* form displays. Enter all information outlined below. Editing Hiring Proposal ✓ Hiring Proposal ✓ Budget ✓ Compliance Report ✓ Hiring Proposal Documents Hiring Proposal Summary Hiring Proposal ABC Check spelling * Required Information Applicant Information **Hiring Proposal Tab** Employee Class: Y2 – Post Doctoral Scholar Leave Category: LY – Post Doctoral Scholar Home Department: select appropriate department Current Hire Date: enter date Postdoc to begin work (This date should be on a Monday. If the Monday is a is a holiday where University is closed, the hiring date should be a Tuesday.) Position Number: PDS-XXXX-00-00 Banner Position Number: Y00001 Job Begin/Effective/Personnel Date: enter same date as Current Hire Date Job Employee Class Code: Y2 – Post Doctoral Scholar Timesheet Org: select appropriate department Supervisor Banner ID: enter supervisor Banner ID Job Location: select appropriate department

Step	Action
	Job Change Reason: PA045 – New Hire Temporary Annual Salary: enter salary amount listed on approved Position Description Form FTE: 1.000 Contract Type: P-Primary Mailstop: select appropriate mailstop Pays: 24 Factor: 24 **Job Effective End Date: this field must be entered as contracts are only for 1 year **Job Personnel End Date: this field must be entered as contracts are only for 1 year Click **Next** **Budget Tab** Add any relevant budget comments. Labor Dist Effective Date: enter begin date Click **Add Budget Details Entry** Enter FOAP from approved Position Description Form Project Code: 1.0 Percent: 100.00 Click **Add Salary Entry** Enter Annual Salary Click **Next** **Compliance Report Tab** Answer both questions appropriately Click **Next** **Hiring Proposal Documents** Upload any relevant documents Click **Next** Review the **Hiring Proposal Summary** to ensure all information is entered accurately.
4	From the Summary tab, click **Take Action on Hiring Proposal**. Take Action On Hiring Proposal ⌄ Keep working on this Hiring Proposal WORKFLOW ACTIONS Cancel (move to Canceled) Return to Initiator (move to Temp/Student/PostDoc Initiator) Return to HR Approval (move to HR Approval) Return to OED Approval (move to OED Approval) Return to Level 1 (move to Level

Step	Action
	Click the appropriate approver by selecting the *Workflow Action*. Postdoc Hiring Proposals should be routed in the following order: • POSO Employment (**initiator will click this option**) • EEO (formerly OED) • Budget **BUDGET GROUPS ROLES** **16065 State: 111XXX (Heather Taylor & Tim Morris & Dawn Quist)** **16066 State: 112XXX Tim Morris & Heather Taylor & Dawn Quist** **Non-State (ITF/ECUP): 12XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX** **(Yolanda Hill/ Laura Fanning/ Dawn Quist)** **Foundation: EXXXX, AXXXX (Mark Sarfo/ Heather Wiggins/ Brittany Stockstill)** **Medical Foundations: MXXXX (Joel Stocks/ Mandy King)** **Sponsored Awards: 21XXX,28XXX (Karen Mizzelle/ Steve Ayers/ Janice McGowan)** *** Non-State Funds Salaries $150,000 - $250,000 will require approval (AF Vice Chancellor** **Stephanie Coleman)** • PostDoc Approver – Hiring Proposal will not be approved/finalized until all required documents on the departmental checklist are received by the OPA.
5	Add comments and click **Submit**. After OED approval, you will receive an email notification that verbal negotiations can begin. Forward this email to OPA.

Extend an Offer of Employment

Refer to your departmental checklist provided by the OPA for the next steps to extend an offer of employment.