St. Lawrence's On-Line Recruitment & Applicant Tracking System

<http://employment.stlawu.edu/hr>

**Creating a Hiring Proposal**

1. Login to system <http://employment.stlawu.edu/hr>
2. Search for the posting under the "Postings" tab. Select the appropriate posting and click the "Applicants" tab within the posting.
3. Select the applicant to be hired. On the upper right-hand side of the page, select the orange "**Take Action on Job Application**" link and choose "Recommend for Hire (move to recommend for hire.)"

You will see a green **+** sign marked "Hiring Proposal."

 OR

1. At the top of the page, select the "Hiring Proposal" tab and choose the appropriate applicant. Select the "Edit" link to complete the hiring proposal fields. Once you have completed the hiring proposal fields, select "Next" and your information will be saved.
2. On the upper right-hand side of the page, select the orange "**Take Action on Job Application**" link and choose "Send to Dean/Level 2 Approver (move to request to hire to Dean/VP)."
3. You will be prompted to submit the request to hire, and at this point you will be given the option to add this posting to your watch list. You must select "Submit" to ensure the request to hire moves to Dean/VP for approval.

The Request to Hire has now been successfully completed and submitted to the next level for review and approval.

Note:

* If you have multiple user access, please make sure you are logged in as the appropriate user.
* Dean/VP (Level 2 Approver): Follow the above instructions, with the exception of Number Three. Please note that you will be moving the request to hire to different approvals in the workflow, based on your user type.
* At all workflow states, the request to hire will appear in your inbox if you are required to take an action. Once you have taken the appropriate action, it will be removed from your inbox. You must select the "Hiring Proposal" tab within the inbox to view the applicants.