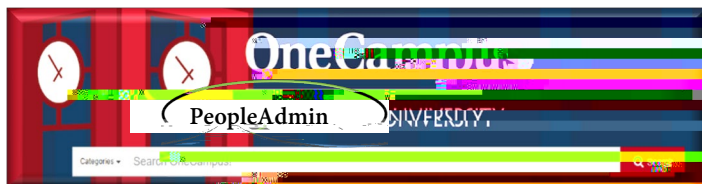


A Hiring Proposal is created *after* a final candidate has been selected. The Hiring Proposal must be created and approved prior to the Offer Letter/Appointment Letter being sent to the selected candidate.

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus](#) Portal.

1. Log into your



Logging In

3. Once you have logged into SelectSuite, select the **Applicant Reviewer** user group (this is the drop-down field below your name).

4. Navigate to the Applicant Tracking Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting Applicant Tracking System.

5. Select the Postings tab at the top of your screen.

6. Select the *type* of employee you are looking for. All of your active jobs are listed below.

10. Hover over the **Take Action on Job Application** Menu (Top right-hand corner) and Select **Recommend for Hire**. Select **Submit** *when window pops up*. Select the status that you wish to move this candidate to.

Please note: For the Next Action, you must change your User Group from Applicant Reviewer to your Assigned User Group!

11. On the **Take Action on Job Application** Menu (Top right-hand corner) Select **Start Staff PD Hiring Proposal**

Completing the Hiring Proposal

12. On this screen the position from which you are creating the hiring proposal will automatically be

14. When the hiring proposal is complete and ready for routing click on the Take Action on Hiring Proposal button and select the proper action according to your User t