

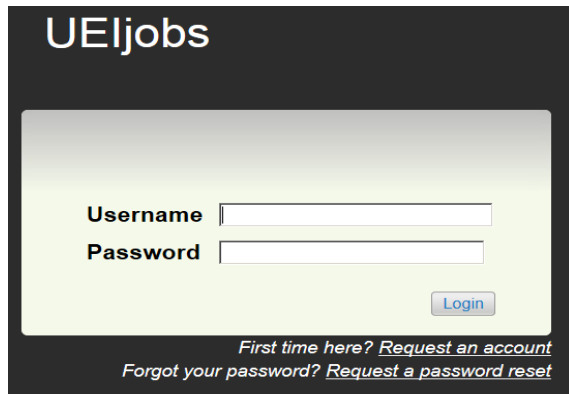
UEIjobs

Hiring an Applicant and Creating a Hiring Proposal



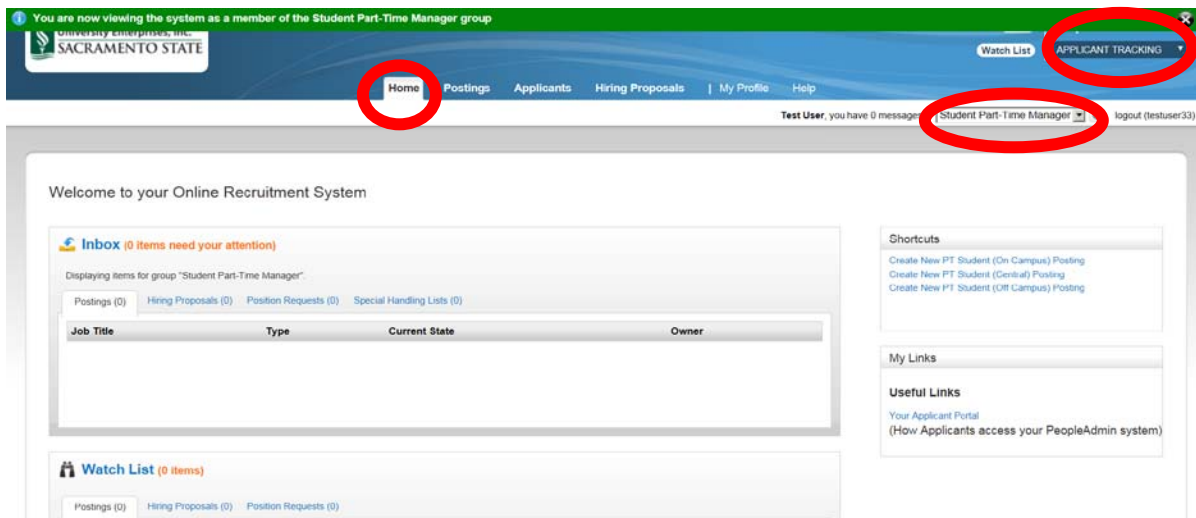
To access the applicant tracking system go to www.ueijobs.com

Select "Supervisors".



You will be taken to a login page. Type in your Username and password and select "Login".

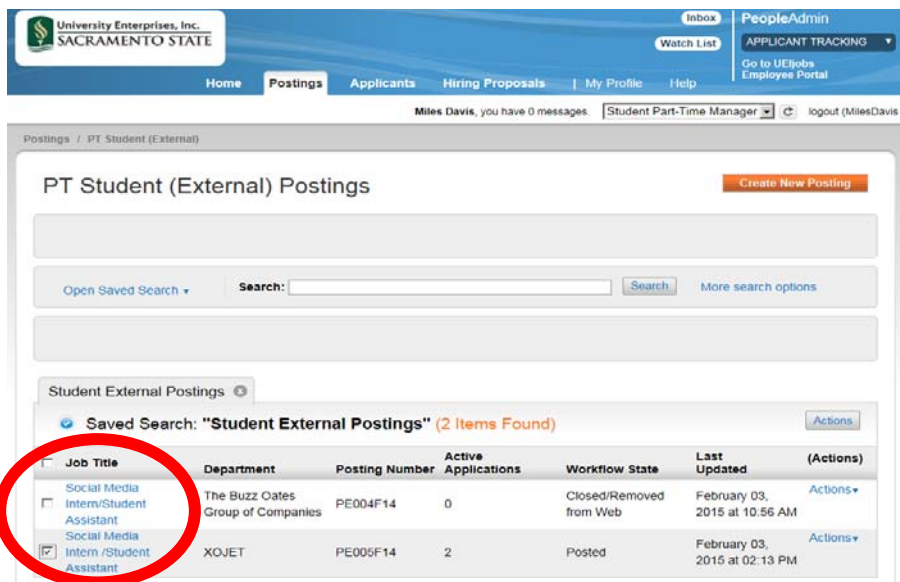
When you log in, the "Home" page defaults to the "Applicant Tracking" module. This is the module which you will work in for your role as "Student Part-Time Manager".



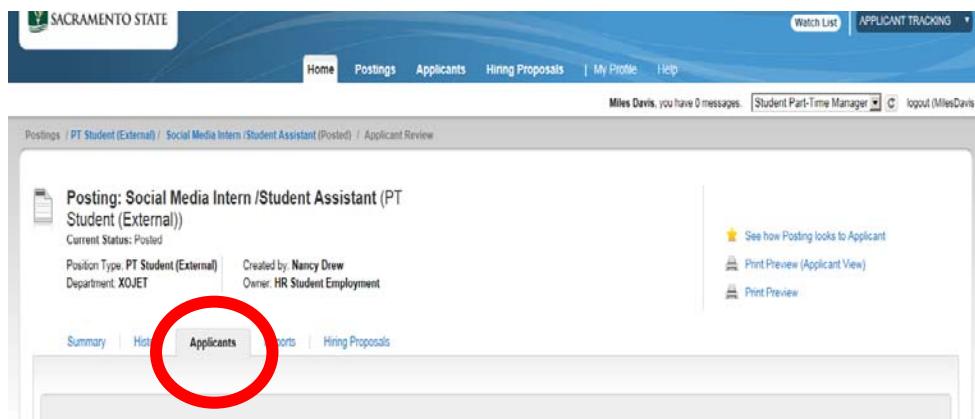
On the menu bar, select "Postings" and select one of the following posting types:



- **PT Student (On Campus)** — Select this option if you are recruiting students or part time casual employees for either the University Union/WELL or UEI grant funded projects.
- **PT Student (Central)** — Select this option if you are recruiting students or part time casual employees for either Dining Services or UEI 3rd floor departments.
- **PT Student (Off Campus)** — Select this option if you are a CAIN client recruiting student assistants/ interns to work off campus either at a CA State Agency, City, County, or Business.



Search for the appropriate posting and select it by clicking on the "Job Title".



Select the "Applicants" tab.

Home Postings Applicants Hiring Proposals Onboarding Events My Profile Help

Nancy Blanton, you have 0 messages UIEI Human Resources logout

Postings / PT Student (Off Campus) / Student Assistant - Accounting (Post#6) / Applicant Review

Posting: Student Assistant - Accounting (PT Student (Off Campus)) Edit
Current Status: Posted

Position Type: PT Student (Off Campus) Created by: Nancy Blanton
Department: Sutter Health Owner: UIEI Human Resources

Take Action On Posting
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview

Summary History Settings Applicants Reports Hiring Proposals

Open Saved Search Search More search options

Student External Job Applic...

Saved Search: "Student External Job Applications" (2 Items Found) Actions

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Actions
<input type="checkbox"/>	Jessica	Rabbit	PE002F14	Recommend for Hire	In Progress	Actions
<input type="checkbox"/>	Ira	Student	PE002F14	Under Review by Manager	In Progress	Actions

To view the applicant you want to hire, select the "First Name" hyperlink.

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Home Postings Applicants Hiring Proposals My Profile Help

Miles Davis, you have 0 messages Student Part-Time Manager logout MilesDavis

Postings / Social Media Intern (Student Assistant (Post#)) / Applicant Review / Branford Marsalis (Recommend for Hire)

Job application: Branford Marsalis (PT Student (External))

Current Status: Recommend for Hire
Application Item: Student_External

Full name: Branford Marsalis
Address: 123 Transept Lane, Sacramento, CA, United States of America
Username: Jazzman
Email: branmars@uiemail.com
Phone (Primary): 530.867.5300
Phone (Secondary): 530.555.1212
Position Type: PT Student (External)
Department: KJ&ET

Created by: Branford Marsalis
Owner: Human Resources

View Posting Applied To
Preview Application
View Completed Hiring Proposal
Start Hiring Proposal

Select "Start Hiring Proposal"

University Enterprises, Inc. SACRAMENTO STATE

Home Postings Applicants Hiring Proposals My Profile Help

Miles Davis, you have 0 messages Student Part-Time Manager logout MilesDavis

Postings / Applicant Review / Branford Marsalis (Recommend for Hire) / New Hiring Proposal

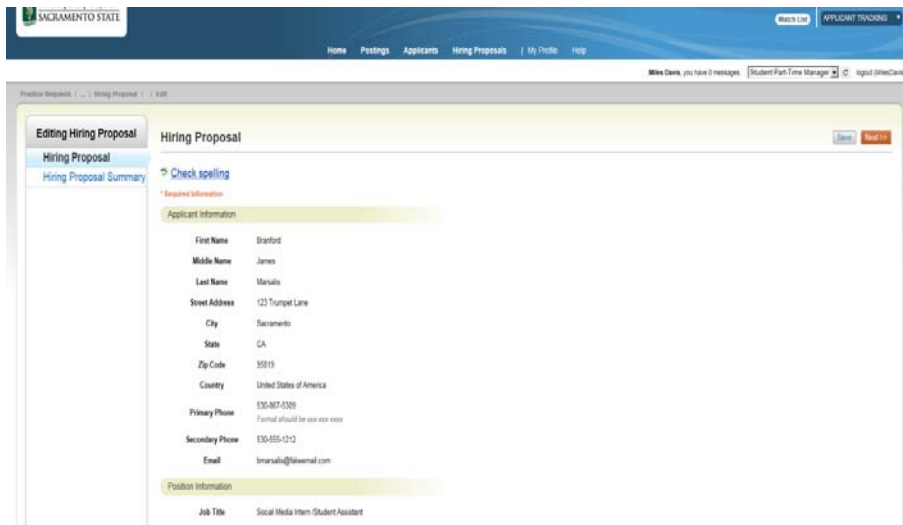
Starting Hiring Proposal

Applicant: Branford Marsalis
Posting: Social Media Intern /Student Assistant

Warning: This Applicant already has a Hiring Proposal in process.

Start Hiring Proposal Cancel

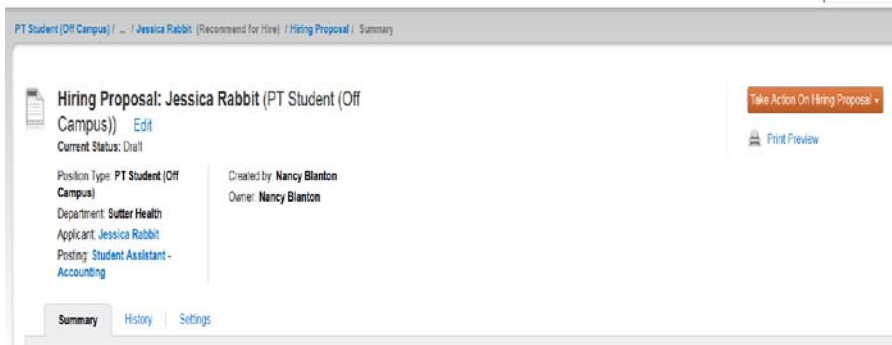
Select "Start Hiring Proposal"



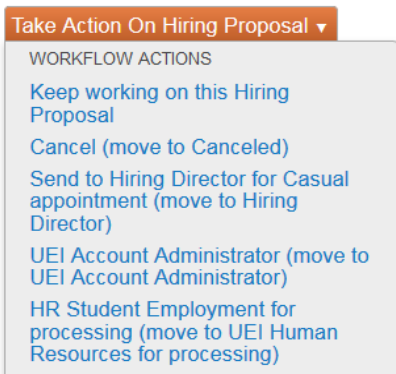
Review all data in the Hiring Proposal.



Under "Hiring Information", complete the required fields in red and select "next".



From the "Take Action on Hiring Proposal" drop down, select the appropriate action based on your posting type:

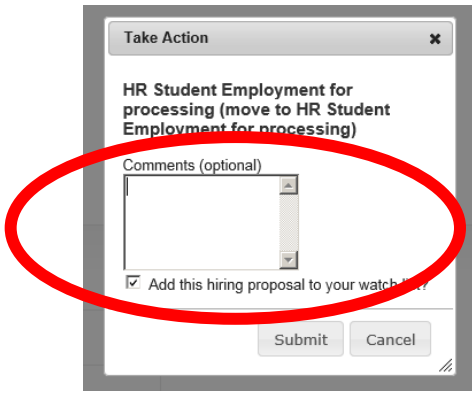


For **PT Student (On Campus)** — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review

For **PT Student (Central)** — Select "UEI Human Resources". This will move the posting to UEI Human Resources for review. If you have approval to hire a Casual Employee, select "Send to Hiring Director for Casual appointment". This will move the posting to the Department Director for approval.

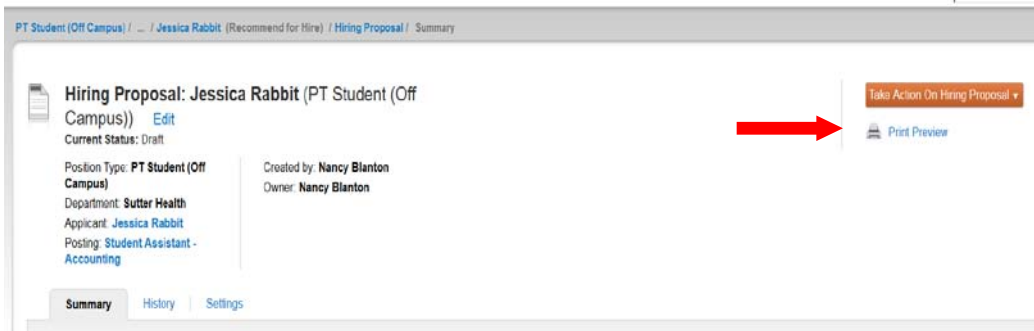
For **PT Student (Off Campus)** — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review.

This action will move your hiring selection through the automated approval process.



You have the option to add comments to UEI before the hiring proposal is routed for final approval. You can also select "Add this hiring proposal to your watch list".

The "Watch List" is optional but allows you to quickly review the status of your hiring proposal.



You can print a copy of the Hiring Proposal by selecting the "Print Preview" option.