Hiring an Applicant and Creating a Hiring Proposal

To access the applicant tracking system go to [www.ueijobs.com](http://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.
To view the applicant you want to hire, select the "First Name" hyperlink.

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.