

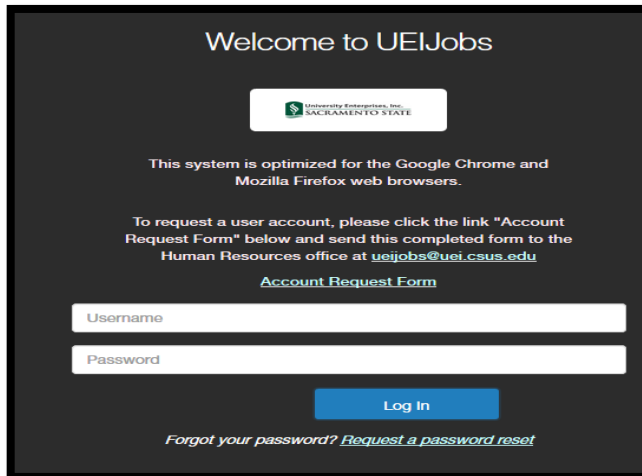
UEIjobs

Hiring an Applicant and Creating a Hiring Proposal

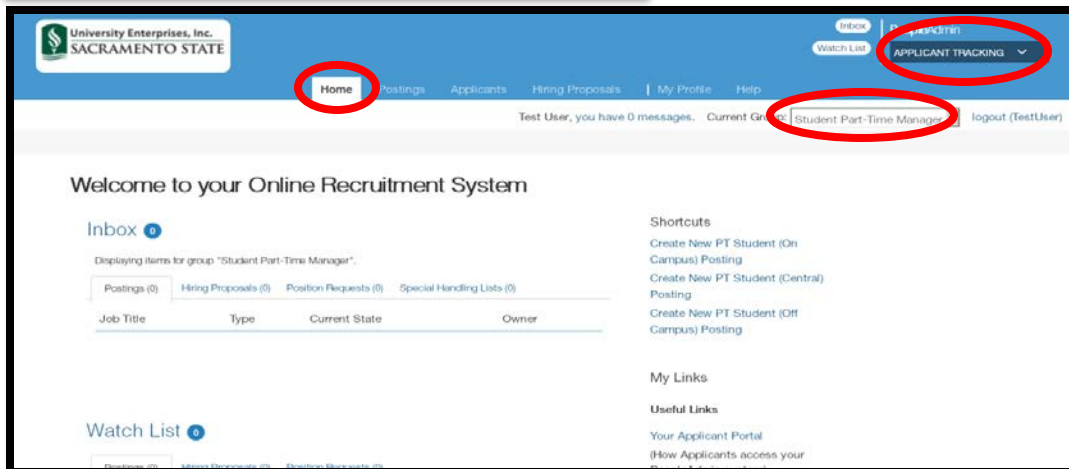


To access the applicant tracking system go to www.ueijobs.com

Select "Supervisors".



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

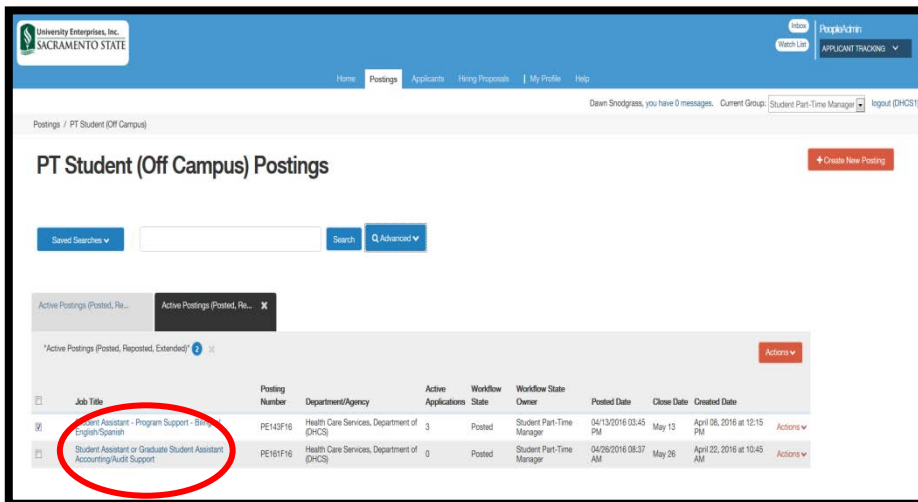


When you log in, the "Home" page defaults to the "Applicant Tracking" module. This is the module which you will work in for your role as "Student Part-Time Manager".

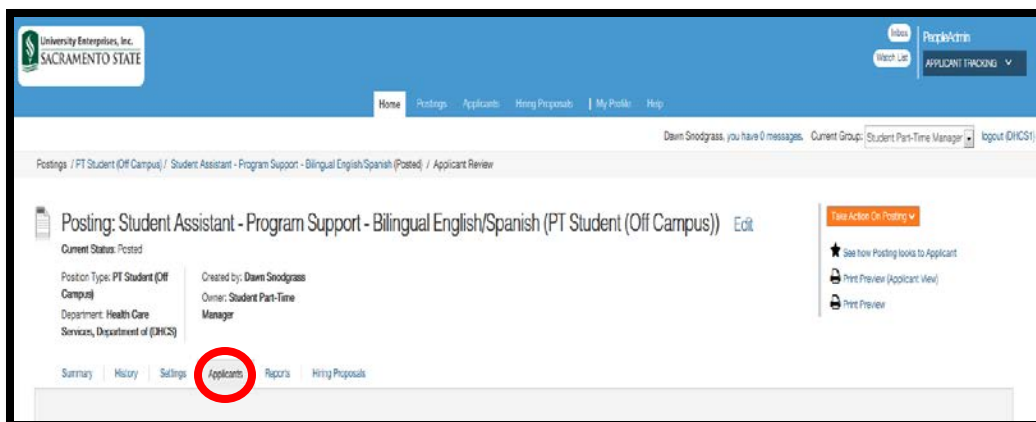
On the menu bar, select “Postings” and select one of the following posting types:



- **PT Student (On Campus)** — Select this option if you are recruiting students or parttime 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 parttime casual employees for either Dining Services or UEI 3rd floor departments.
- **PT Student (Off Campus)** — Select this option if you are a CA Intern Network 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.

Creating a Hiring Proposal

Please be sure to extend a verbal offer of employment, including pay rate to student prior to initiating Hiring Proposal. Please be sure to add 1-2 business days to the start date to allow for processing time and new hire orientation to take place.

Posting: Student Assistant or Graduate Student
 Assistant - Accounting/Finance (PT Student (External))
 Current Status: Posted
 Position Type: PT Student (External) Created by Nancy Blanton
 Department: Health Care Services
 Department of

Summary History Applicants Reports Hiring Proposals

Open Saved Search Search: Search More search options

Student External Job Application

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

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	(Actions)
Lady	Gaga	PE001F14	Under Review by Manager	In Progress	Actions
Branford	Marsalis	PE001F14	Under Review by Manager	In Progress	View Application

Select the box to the left of the applicant's name you intend to hire.

Select the "Actions" tab and choose "View Application".

Take Action On Job Application

WORKFLOW ACTIONS

- Keep working on this Job application
- Not Selected for Interview (move to Not Selected for Interview)
- Interview (move to Interview)
- Recommend for Hire (move to Recommend for Hire)

Hover over the "Take Action on Job Application" and select "Recommend for Hire".

NOTE: Each applicant in your pool should have a final status of either "Not Selected for Interview" or "Recommend for Hire".

University Enterprises, Inc. SACRAMENTO STATE

Home Postings Applicants Hiring Proposals My Profile Help

Job application: Branford Marsalis (PT Student (External))
 Current Status: Recommend for Hire
 Application Name: Student_External

Full name: Branford Marsalis
 Address: 122 Trumpet Lane, Sacramento, CA, United States of America
 Username: Jazman
 Email: jmarsalis@csus.edu
 Phone (Primary): 530-847-5309
 Phone (Secondary): 530-955-1212
 Position Type: PT Student (External)
 Department: K01E1

Created by Branford Marsalis
 Owner: Human Resources

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

Select the green circle with a plus sign "Start 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 or Cancel

The system will prompt you again,

Select "Start Hiring Proposal".

Review all data in the Hiring Proposal.

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

Hoover over "Take Action on this Hiring Proposal".

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

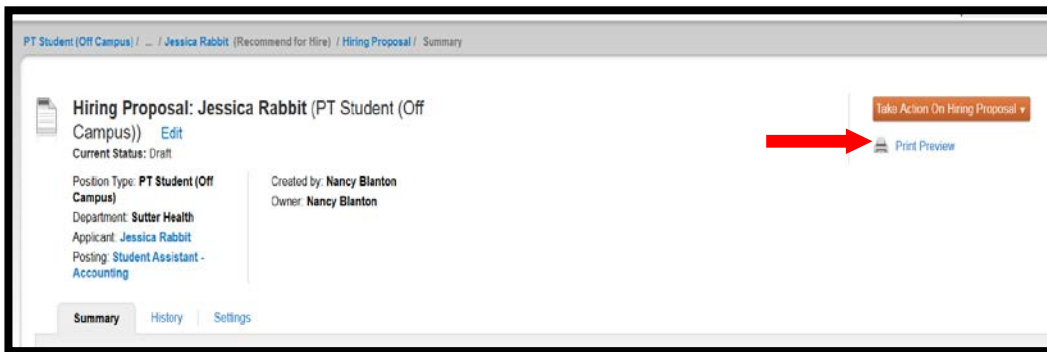
PT Student (Central) — Select "UEI Human Resources". This will move the posting to UEI Human Resources for review. NOTE: If you have approval to hire a casual employee, select "Send to Hiring Director for Casual Appointment". This action will move the posting to the Department Director for approval.

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



You have the option to add comments, questions or instructions 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.