



QRG – CAFE Hiring Proposal Processing

Once a candidate has been selected, the next step would be to prepare a Hiring Proposal. Please note that an offer cannot be extended until the Hiring Proposal has been approved.

Prepping for Hiring Proposal

Prior to requesting a Hiring Proposal you can begin preparing your data.

- Complete an [Experience & Education Calculator](#).
- Complete an [Equity Report](#).
- Review the [Salary Scale](#).
- Review the position budget.
- Review the candidate's current salary.
- Go over the compiled data with the supervisor and unit budget officer.

Requesting a Hiring Proposal

- Log into **IES**, navigate to **Application Tracking**, and select your **Search Coordinator** user group.
- Locate the applicable job posting in IES
- Navigate to the <**Applicants**> tab
- Click the name link of the applicable applicant
- From the <**Take Action On Job Application**> button select **Initiate Hiring Proposal**. The UK Employment Office will send the HP to your IES inbox to complete/submit.



Completing a Hiring Proposal

Once the HP arrives, you are ready to begin filling out the form. Using the data that you previously prepared, complete all fields, add all applicable attachments and submit to the college Budget Officer level. Please see below chart for attachment specifics.



Hiring Proposal Attachment Specifics

	Required	Sometimes Required - See Notes	Optional	Notes
Experience & Education Calculator	X			
Equity Report		X		For <u>hourly</u> positions required if there are any other occupied positions, in the department, with the same title/job code. For <u>exempt</u> positions required if there are any other occupied positions, at UK with the same title/job code.
Justification		X		Required if: proposed salary is above midpoint of the grade scale, a promotion exceeding 20%, or lateral transfer with an increase.
Nepotism Form		X		If relative <u>within the same department</u> per HR Policy & Procedure #19 .
Offer Letter			X	



If you need help generating reports, or would like a template, please contact the Business Center HR Team.

Transition Specifics

- Demotion Formula: Current pay rate / base rate of current grade X base rate of new grade = Normal Demotion Rate
- STEPS Transfers: STEPS transfers must occur at the beginning of a biweekly pay period. Please refer to the [payroll calendar](#), and select a future biweekly pay period begin date for the Hiring Proposal.
- Payroll Area Transitions: For a biweekly to monthly transition the smoothest transition date would be the begin date a biweekly pay period and prior to the monthly payroll preliminary run. For a monthly to biweekly transition the smooth date would be the begin date of a month pay period. Please contact the Business Center HR Team with any questions.

Timeline

On average processing time for HPs is generally around 2 business days, however if additional approval levels are required then the average processing time is generally around 4 business days.

Situations Requiring Additional Approval Level
Nepotism
A proposed salary above midpoint of the salary scale
A promotion exceeding a 20% increase
A lateral transition with an increase



Ensure that the supervisor is aware of the timeline, and provide status updates throughout the process.

Find additional resources on the [CAFE HR Administrator](#) site.