

QRG – Hiring Proposal Processing

After a candidate has been selected, the next step is to prepare a Hiring Proposal. An employment offer may not be extended until the Hiring Proposal has been reviewed and approved.

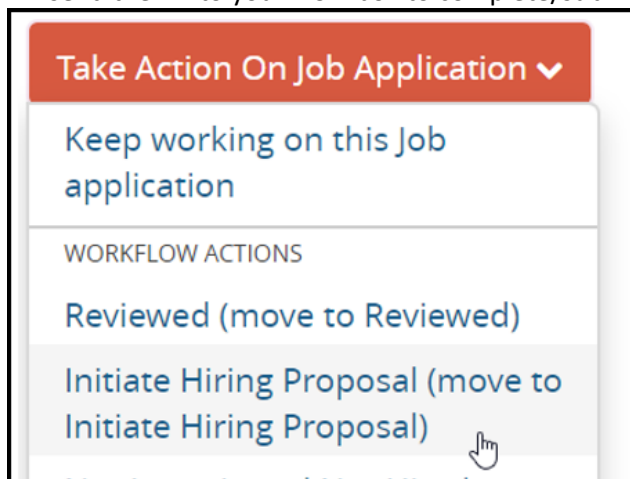
Prepping for Hiring Proposal

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.

Please see the table below for attachment specifics.

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Hiring Proposal Attachments

Attachment Type	Required	Sometimes Required Refer to Details	Optional	Requirement Details
Experience & Education Calculator	X			Always required.
Equity Report		X		For hourly positions required if there are any other occupied positions, in the department, with the same title/job code. For exempt positions required if there are any other occupied positions, at UK with the same title/job code.
Hiring Proposal Justification Form (please use the standard form on the Business Center Forms page)		X		For New Hires it is required if Above third quartile AND above \$100,000. For Promotions it is required if Above third quartile OR an increase > 30% AND above \$100,000. For Laterals it is required if Above third quartile OR an increase > 5% For Demotions outside of the standard formula (Current pay rate / base rate of current grade X base rate of new grade = Normal Demotion Rate)
Nepotism Form		X		If relative <u>within the same department</u> per HR Policy & Procedure #19 .
Offer Letter			X	If review is desired.



If you need help generating reports, or would like a template, please contact the M-G CAFE HR Team.

Transition Specifics

- 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.

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- **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 use the Payroll Bridge Checklist on the Business Center Forms page.

Timeline & Resources

On average processing time for HPs is generally around 2 business days, however if a Justification was required, then the average processing time is generally around 4 business days.



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

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