

Hiring Proposals for Staff in RICEWorks

START



As **Applicant Reviewer** -
move selected finalist to
“**Recommend for Hire**”



HR receives e-mail, initiates
Hiring Proposal (HP) and sends to
designated **Department
Representative (Initiator,
Department Approver or
School/Division)** to complete



Designated representative receives e-
mail, logs into RW under appropriate
role (**Init., Dept. or Sch/Div**), clicks
on the **HP** located in the **Inbox** on the
Homepage, completes the **HP** and
sends on for approval (**Department,
School/Division or AA/EEO**)



Once offer is accepted, **HR** sends offer letter
with other new hire details to new hire. A
new hire packet is created by **HR Staff
Recruiter** for employment file, including **PAF**.



HR receives the **HP**, reviews details,
making sure complete. Depending on
salary and/or type of position, additional
review may be required by
Compensation. After final review, **HP** is
approved for offer. **HR Staff Recruiter**
extends official offer.



After going through the necessary
approvals within the **Department** and/or
the **School/Division** (*remember, these
are used for electronic signatures on the
PAF), **AA/EEO** reviews the data and may
return the **HP** if they have questions or
approve and send to **HR** for final review,
approval and offer.

FINISH