

# Jobs@USD: Hiring Manager Step-by-Step Guide

## How to Create a Proposal to Hire

### Preliminary Steps (Prior to completing Proposal to Hire):

When you have selected the candidate you would like to hire:

1. Call 2 of the candidate's references (not required for current USD employee candidates). At least one reference should be a current/former supervisor and both must be professional (not personal). Please be sure to speak with the candidate and obtain their permission before reaching out to the references. Visit this link to access sample reference questions: <https://www.sandiego.edu/hr/documents/ReferenceCheckFormCombined.pdf>
2. Follow the steps below to enter the Proposal to Hire details into the Jobs@USD system and submit the offer details for review and approval.

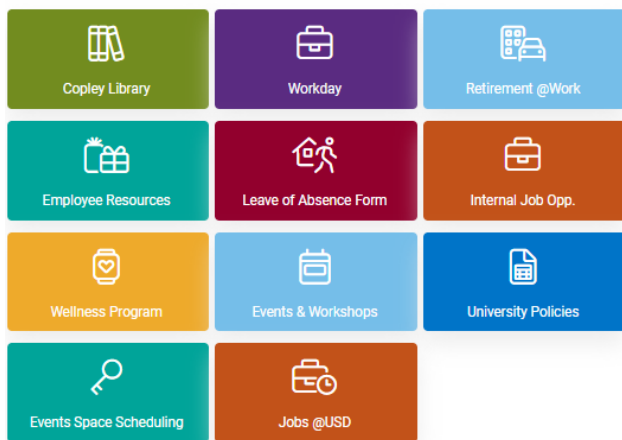
**Note: A job offer cannot be made to the candidate until the Department of Human Resources has had an opportunity to review the proposal to hire to ensure that appropriate approvals, minimum qualifications, and other regulations have been met.**

### How to Create a Proposal to Hire and submit the offer details for approval:

**Note: Please only move forward with the steps below once all of the necessary offer details are available to be entered. A 'save a draft' option does not exist for this form.**

The Jobs@USD system can be accessed via the MySanDiego Portal. Once logged in to MySanDiego, from the "Home" screen, click on the Jobs@USD tile under the "Quick Links" Section: Login with your USDOne credentials.

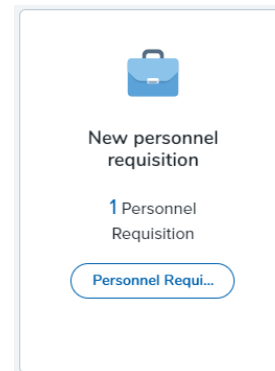
#### Quick Links



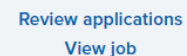
**Note: In order for the system to function properly, you will need to allow/enable pop ups via your internet browser. Jobs@USD works best via Google Chrome.**

Once logged in, follow this navigation:

1. Within the 'New personnel requisition' box, click the text that reads '(#) – Personnel requisition' (the number that appears will reflect how many jobs you are serving as the hiring manager/search committee chair).



2. Find the vacancy that you want submit a Proposal to Hire for and click 'View Job' on the right hand side.
3. When you click **View Job**, you should see the Personnel Requisition and posting details on the main page.
4. Click '**View applications**' on the top right to access the applications for this vacancy.

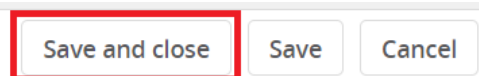


Review applications  
View job

5. A list of applications should appear. To begin the Proposal to Hire process, find the name of the selected. Click the status that appears under the '**Status**' column header.
6. A new window should appear with a number of status options. Select '**Proposal to Hire**' and click next.
7. Leave the '**Communication Template**' as shown (-No Template-).
8. Leave the '**Email Applicant**' option at 'No.'
9. Scroll to the bottom of the page and click

'Move Now.' 

10. **NOTE:** There is not a 'save a draft' option in the Proposal to Hire. Please only move to this stage of the process when you are ready to fully complete and submit the Proposal to Hire for review and approval.
11. Under the **Current or Previous Employee Details** heading, if the candidate is a current or previous employee, enter their sandiego.edu email address and hit tab. Otherwise, leave this field blank.
12. Under the **Offer Details** heading, please review and confirm that any currently populated position details are correct. (You may click on the down arrow in the blue row below the position for more details). If there is any incorrect information, please contact the assigned HR recruiter for assistance.
13. Beginning with the **Division** field, fill in all of the mandatory information. If a field does not apply, leave it blank or enter 'n/a'.
14. Under the **Hiring Justification for Selected Candidate** heading, please add a justification for hiring the selected candidate and provide 2 reference check summaries if the candidate is not a current USD employee.
15. Under the **Recruitment Summary** heading, enter the names of all other candidates who were interviewed and the dates they were interviewed.
16. Under the **Salary Information** field, the 'Compensation Grade Profile' should populate based on the position number. Ensure this field is correct. Complete the 'Proposed Monthly Salary/Hourly Rate.' 'For Negotiation...(if applicable),' 'If Relocation...(if applicable),' and "Who should extend..." fields. Add any additional notes that HR needs to be made aware of.
17. Under the **Pre-Employment Contingencies** heading, select the appropriate 'Background Check Process Status.' If the candidate is a current, regular, USD employee, select 'Not Applicable.' For all other candidates, select, 'HR to Initiate.' All other fields in this section can be left blank.
18. Under the, **Onboarding** heading, select the appropriate 'Onboarding Form.' If the candidate is a Contingent Worker or current USD employee, select, 'Internal Hire Acknowledgement Form.' If the candidate is an external candidate, select, 'Confidential Employee Information Form.'
19. Do not complete the **Human Resources Only** section.
20. The **Application Documents** sections should be left as is, do not upload any additional documents unless you have been instructed to do so.
21. In the **Approval process** section, select the Approval Process that most closely aligns with your area and the position you are filling.
22. If you are the hiring manager for this recruitment, list your name in the **Hiring Manager** field. If you are not the hiring manager, list their name in this field.
23. List your Budget Manager(s) in the **Budget Manager** field(s).
24. The remaining approvers should prepopulate and should not be altered.
25. Click the **Save and close** button to submit the Proposal to Hire and start the approval process.



26. You will receive an automated email once the Proposal to Hire has been fully approved. You will also receive a separate email directly from your assigned recruiter with additional details.
27. If you have any questions regarding salary/pay rate, begin by consulting with your Budget Manager.
28. If you have any questions or difficulties regarding submission of the form via the system and/or the offer process, contact your assigned HR Recruiter or the Employee Engagement Team at x4594 or [jobs@sandiego.edu](mailto:jobs@sandiego.edu).