After interviews have concluded and a final candidate has been selected, the Hiring Assistant can initiate a Hiring Proposal.

The Hiring Assistant completes the information for the Initial Hiring Proposal (EPA only) including: Proposed Candidate Information, Position Info, Job Title, Job Title Change Justification (if needed), Proposed Hire Date, Justification for the Hire and Proposed Salary Range.

The Initial Hiring Proposal moves through initial approval steps: Department Approver (or PI if grant funded), School/Area Approver, Executive Approver and AA Officer (HR Comp if EPA non-faculty) before returning to the Hiring Assistant to complete the Final Hiring Proposal information.

Note: Refer to the EPA and SPA Workflows in the Documentation section of the UNCGJobsearch Support Portal, at: web.uncg.edu/hrs/jobsearch
Once the Hiring Assistant has received the Initial Hiring Proposal back from the AA Officer, then the Final Hiring Proposal (EPA and SPA) can be completed.

**Note:** The candidate’s contact information must be entered as it appears on their Social Security Card.

Additional sections in the Final Hiring Proposal that require input are:

- Candidate Information - Official
- Office Location
- Employee Information
- Early Job Termination (current UNCG employees)
- New Job Action
- Job/Employee Termination
- Pre Hire Checklist
- Reference Check
- Background Check
- New Job Action - Funding

Once documents have been added, click the Next button to view the summary of the Hiring Proposal. If any errors exist, these can now be corrected. The Hiring Assistant can then transition the Hiring Proposal on to the Department Approver to continue the final approval process.

**Note:** If at any point there is an issue with the Initial or Final Hiring Proposal, it can be returned to the Hiring Assistant for correction.