



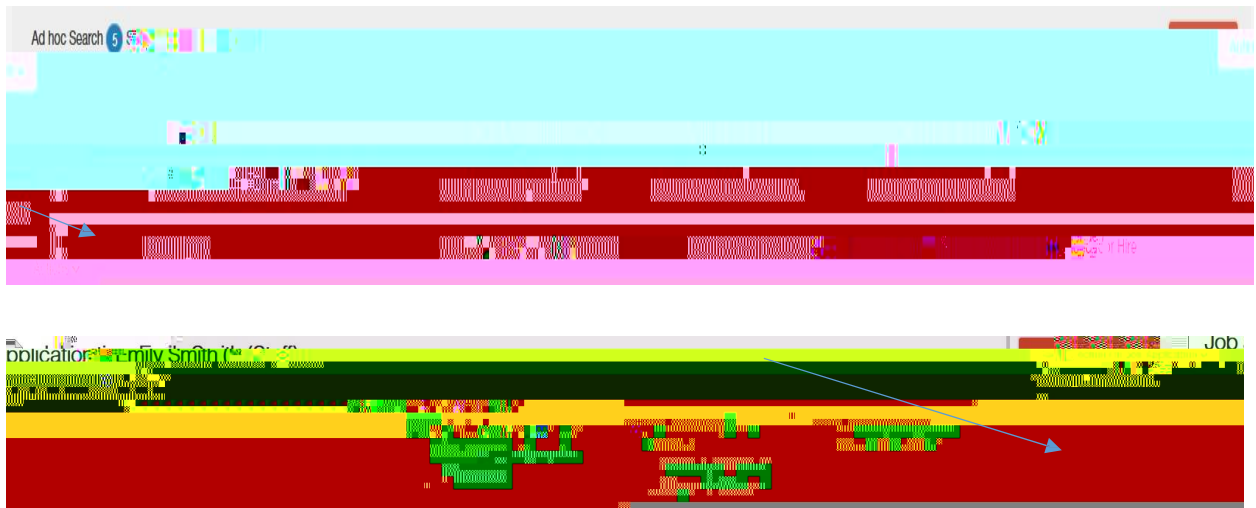
# OLD DOMINION UNIVERSITY

## CLASSIFIED/HOURLY RECRUITING

### Quick Guide to completing the Hiring Proposal

Hiring Manager (HM) will dispense and submit the final candidate recommended for hire & the alternates to the Budget Unit Director, for review, with the BUD moving the posting on to the HR Recruiter for review and approval. Once reviewed, the If approved the HM will initiate a Hiring Proposal.

1. Click on **Start Staff Hiring Proposal** in the bottom right corner of the Posting and click on **Start Staff Hiring Proposal**.



2. Select Position Description for posting.

