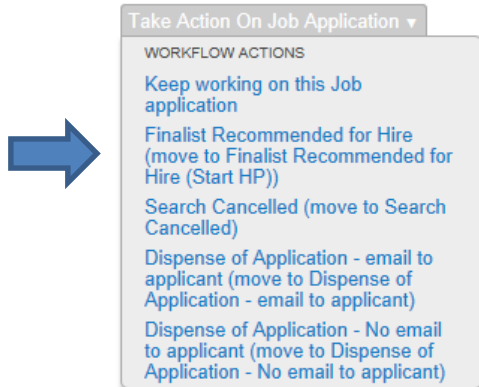


## Starting the Hiring Process for Part-Time and Limited Term Faculty

### Step 1: Separate the Application from the Pack

Unless your Limited Term search included a Search Committee Chair, all of your applications started at the workflow state Hiring Administrator I Reviews with HAI as the owner. If you decide you would like to hire one of these applicants, you have to separate them from the pack.



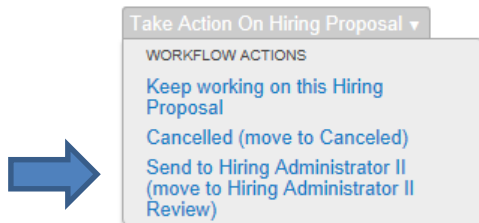
### Step 2: Start a Hiring Proposal

Recommending an applicant for hire is the end of line for the application. The application will sit at the workflow state Finalist Recommended for Hire and PeopleAdmin will now give you the option to start a Hiring Proposal for the candidate. Hiring Proposals have their own workflow separate from the Applicant Review process.



### Step 3: Complete the Information Needed to Extend a Verbal Offer

The hiring proposal will take some information from the posting and some information from the applicant and prefill sections of the hiring proposal. The remaining required fields are needed in order for the Verbal Offer to be approved. Fill out all required fields. Then send the hiring proposal to HAI so that he/she can approve the extension of the Verbal Offer. HAI will get a notification email that a hiring proposal is awaiting their approval.



Once HAI approves the hiring proposal, he/she will send it back to you as HAI to signal that you may now extend the Verbal Offer. You will get a notification email that a hiring proposal is awaiting your approval. For more information on what to do in PeopleAdmin after extending the Verbal Offer to applicant (which occurs outside the system), please feel free to contact us at [facultysearches@kennesaw.edu](mailto:facultysearches@kennesaw.edu).