

Instructions for the Electronic Proposed Appointment Form

The electronic Proposed Appointment Form will be the form used to hire all position types. **It replaces the Candidate Disposition form that was used for non-exempt hires.**

You can access the new form on the [HR Page](#) under the “Forms, Policies, and Procedures” tab. It is found under the “Recruitment” tab of the “All Forms” page.

The Proposed Appointment Form will open in Dynamic Forms. This page is to be completed by the form originator.



Proposed Appointment Form

This page is to be completed only by the form originator. Please click **Next** to continue to the next page.

Please select at least one:

If you are authorized to sign as the Chair, Dean/Director, or PI, you can skip selection of your own role. The signature you provide as the originator of this form will satisfy the signature requirement for your role.

For routing purposes, please select all roles required to review and approve this proposed appointment form. For each required role, please provide the MUNet Username of the person that will participate in that role.

Please select your approval levels:

Role / Participant	MUNet Username	First Name	Last Name	E-Mail Address
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- Chair
- Dean / Director

Does this form need MURC approval? * Yes No

Select which Vice President should review and approve this form.

Please select a Vice President:

Vice President *(see note below)*:
* -- Choose --

If this does not apply to your division, please choose Not Applicable and select your VP on the next option.

This approval selection is for those areas with multiple VPs (Student Affairs, Institutional Research, Enrollment Management, Aviation, Economic and Workforce Development, Government Relations).

The first green arrow indicates the role/participant. **If you are authorized to sign as the Chair, Dean/Director, or PI, you can skip selection of your own role. The signature you provide as the originator of this form will satisfy the signature requirement for your role.**

The second green arrow indicates that the initiator will need to indicate if the form needs to route through MURC for approval. If yes is chosen, you will need to enter the Principal Investigator's first and last name. The email address will populate, and you will choose it in the drop-down menu.

Does this form need MURC approval?

- * Yes
 No

Principal Investigator

Save Progress

Next

The MURC form will route to the Principal Investigator (PI), MURC, and then through Equity.

The third green arrow indicates the VP the form should route through. **If this does not apply to your division, please choose Not Applicable and select your VP on the next option.**

Please select one:

Sr. Vice President / Provost

Save Progress

Next

If “Not Applicable” is chosen in the Vice President role, the initiator will choose the Sr. Vice President/Provost in the above drop-down box and click “Next”.



* = required field
Some content may be updated based on selection

Proposed Appointment Form

Position Information

Proposed Title

Position Number (6 digit number)

College/Division

Department

Employee Class

Job Posting Information

What efforts were made to inform potential female/minority applicants of vacancy?

Provide the name and address of organizations, individuals and publications used to publish job announcement.

How many **TOTAL** applications (completed) were received?

How many **TOTAL** applicants were interviewed? (Including phone, Teams, on-campus, etc.)

Was the vacancy listed with the MU Human Resources Office?

- * Yes
 No

The initiator will enter all the starred (*) blocks on the form.

To assist you in completing the questions about additional places the position is posted, please see the below information.

All non-classified and exempt positions are posted on HigherEdJobs. Their address is listed below.

HigherEdJobs

715 Lake Street, Suite 400

Oak Park, IL 60301

Please note: If the position was not posted to outside applicants, there is no need to complete the Proposed Appointment form. The search waiver justification memo will serve as the Selection Document.

Successful Candidate

Successful Candidate Name
Interview Status in PeopleAdmin

Non-Successful Candidates List all candidates that were interviewed, but not listed as the successful candidate.

Candidate Name	<input type="text"/>
Interview Status in PeopleAdmin	<input type="text" value="-- Please Select --"/>
Candidate Name	<input type="text"/>
Interview Status in PeopleAdmin	<input type="text" value="-- Please Select --"/>
Candidate Name	<input type="text"/>
Interview Status in PeopleAdmin	<input type="text" value="-- Please Select --"/>
Candidate Name	<input type="text"/>
Interview Status in PeopleAdmin	<input type="text" value="-- Please Select --"/>
Candidate Name	<input type="text"/>
Interview Status in PeopleAdmin	<input type="text" value="-- Please Select --"/>

Supporting Documents (Upload)

Upload Resume

Initiator Section

Name:

Comments:

Signature Date

After signing, you **MUST** scroll to the bottom and click "**SUBMIT FORM**" to complete your approval.

Successful Candidate

The initiator will enter the successful candidate's name into the form. The default interview status is "proposed hire". If your candidate's workflow state has not been moved to this

workflow status, please have the Search Committee Chair move them in the [workflow in PeopleAdmin](#).

Non-Successful Candidates

List all other applicants interviewed for the position (virtual or in-person). This number must match the Total Applicants Interviewed question.

Supporting Documents

The successful candidate's resume will need to be attached to the Proposed Appointment form for **Faculty, Non-Classified, Non-Classified Non-Exempt, and Classified Exempt**. **The resume or other document is optional for Classified Non-Exempt Positions.**

To save the resume to your computer



Go to the bottom of the application and click on the resume. When the resume comes up, choose "print", and save as a PDF to your computer.

Upload Resume/Other

Supporting Documents (Upload)

Upload Resume

Other

 Updated Resume		6/24/2024 12:03 PM	Microsoft Word D...	37 KB
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Choose file on your computer and click "Attach".

Approvals

Initiator Section

Name:

Comments:

(click to sign)

SignatureDate

After signing, you **MUST** scroll to the bottom and click "***SUBMIT FORM***" to complete your approval.

The initiator will sign the form and then click "Submit Form" at the bottom of the page.



Previous








Save Progress

Submit Form

If you must approve the form in the process, you will receive an email for approval. See the below example.

Proposed Appointment Form New for for Administrative Assistant

 human-resources@marshall.edu
To:  Thomas, Kim



  Reply  Reply all  Forward    ...
Thu 6/27/2024 7:56 AM

Proposed Appointment Form New

Your approval is needed for a Proposed Appointment Form is for:

- **Proposed Hire Name** -
- **Position Title** - Administrative Assistant
- **Division** - School of Medicine
- **Department** -
- **Submitted By** -

[Click here to complete your section of the form.](#)

 Reply  Forward

Once the form is complete,....