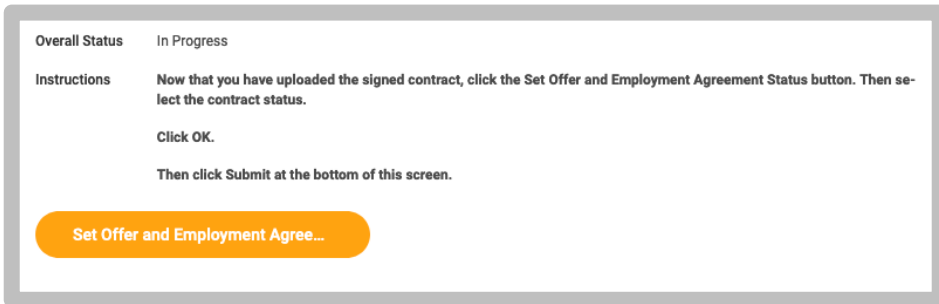
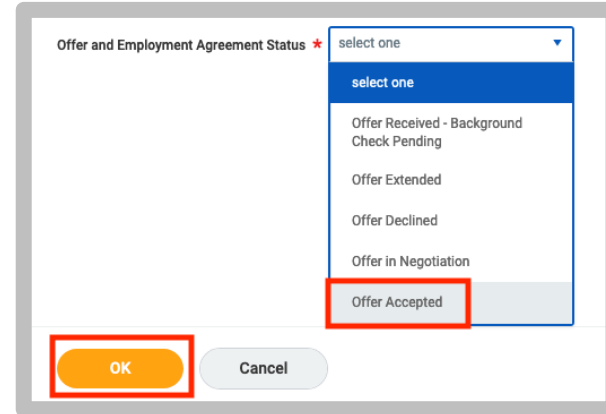


Note: Log into VPN if accessing off-campus.

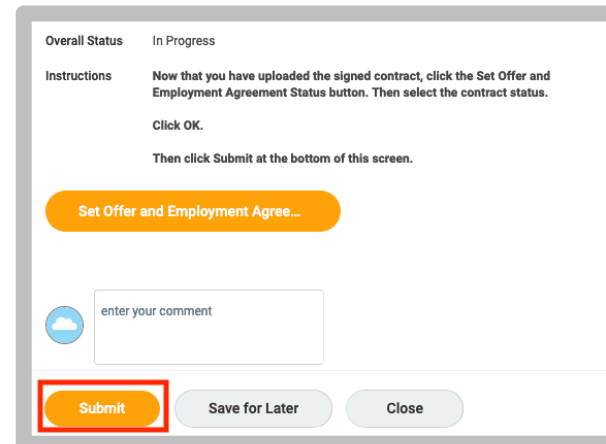
1. Once the Primary Recruiter submits the Hiring Proposal, the Propose **Compensation Offer/Employment Agreement** task appears in the dean partner’s inbox.
Complete this form by entering the compensation. Click Submit.
2. Next, complete the **Faculty Contract Questionnaire**. Drag and drop the signed contract. Click Submit.
3. Next, update the contract status. Click the orange **Set Offer and Employment Agreement** button.



4. In the Offer and Employment Agreement Status drop-down menu, select **Offer Accepted**. Click Ok.



5. Now, click the Submit button to submit the contract status.



6. The Provost Partner will now review and mark the applicant as Hired.

7. Once the Provost Partner marks the applicant as Hired, the **Revise Employee Hire** task appears in the dean partner's inbox.
Review the pre-populated information and complete the remaining required fields.
Drag and drop the signed contract.
Click Submit.
8. Next, complete the **Change Organization Assignment** task.
Review the pre-populated fields and complete the remaining required fields.
Click Submit.
9. Next, complete the **Propose Compensation Hire** task. Review the pre-populated fields and complete the remaining required fields.
Click Submit.
10. The **Onboarding Setup** task will appear in the dean partner's inbox. Complete the form.
Click Submit.
11. The employee will now receive Workday inbox triggers to complete the onboarding tasks.
12. Instructions on how to provide onboarding guidance to the employee can be found on the [Workday for Faculty](#) website under the [Onboarding Information](#) section.