



Steps for Creating Hiring Proposal in PAPERS

AP Faculty Recruitment

Steps for Search Committee Chair (SSC)

1. Once campus interviews are completed, the SCC logs into PAPERS to identify their final and alternate candidates (if applicable).
2. Each candidate that was campus interviewed by the search committee will need to be updated with one of the following three options:
 - a. **Campus Interviewed, Recommended For Hire:** this is the candidate that you would like to hire for your vacant position.
 - b. Cregarding each candidate.
 - a.

Steps for Hiring Manager

1. Log into **PAPERS** and select the Hiring Manager user group.
2. Select **Postings** at the top of the screen and then select **Administrative/Professional Faculty Postings**.
3. Click on the **position** title of the role currently being recruited (not the check box).
- 4.