

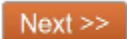
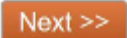




## Quick Guide for STARS 7.0

### Benefits Eligible & Non-Benefits Eligible Employees

#### Creating a Hiring Proposal - Hiring Manager and Admin Assistants

1. Click on **Watch List** from the main menu.
2. Click on the **Actions** tab for your posting.
  - 2a. Click on **View Posting** from the drop down menu.
3. Click on the **Applicants** tab.
4. All of the Active Applicants will be listed. Select your Finalist by clicking on the person's last name.
5. The Finalist's name and application information will be displayed for you to review. Select **Start Benefits-Eligible Staff Hiring Proposal** or **Start Non-Benefits Eligible Staff Hiring Proposal**.
6. Click on either the  or  button.
7. In the Hiring Proposal tab, use the drop down menus to complete the required information in **red**.
  - 7a. Click  to attach any Hiring Proposal Documents. Once documents have been attached or if there are no documents to attach, click .
8. The Finalist's information will be displayed for your review. Once you are ready to route the hiring proposal, click on the  tab.

- 8a. From the drop down menu, click on **Submit for Approval (move to Department)**.
- 8b. You can add comments and add the hiring proposal to your **Watch List**.
- 8c. Click  to route the hiring proposal.
- 8d. The green banner at the top of the screen will confirm that your hiring proposal was successfully transitioned to the next level approver.