Below is the screen print of the Hiring Proposal tab. It is only available when a position is closed to additional applicants. To close a position, you will need to send an email to the NCCE HR User prior to submitting the Final Recruitment Report.

- Common misconception: Once a position is closed, you will have to re-advertise for a month (normal advertising period) to open the position to new applicants.
- Truth: Once a position is closed to applicants, you can have the position reopened to new applicants. To do so, you will need to send an email to the NCCE HR User to reopen the position. The positions will be reopened to applicants within 1 business day. If you need to expedite the reopening, follow up with phone call to the NCCE HR User.

Desired Starting Salary/Range is a required and text field. It can contain:
- A salary - $30,000
- A note - salary discussed in email sent 2/22/06
- A combination - $33,000 (100% county funded)

Effective Date is a text field. It can contain a date or a date range if a specific date has not been determined. It is not a required field and can be left blank.

First Choice Applicant (CALS) is a required and drop down field. The drop down will give you the option of No Response and the name of the candidate with the First Candidate Selected for Offer status.