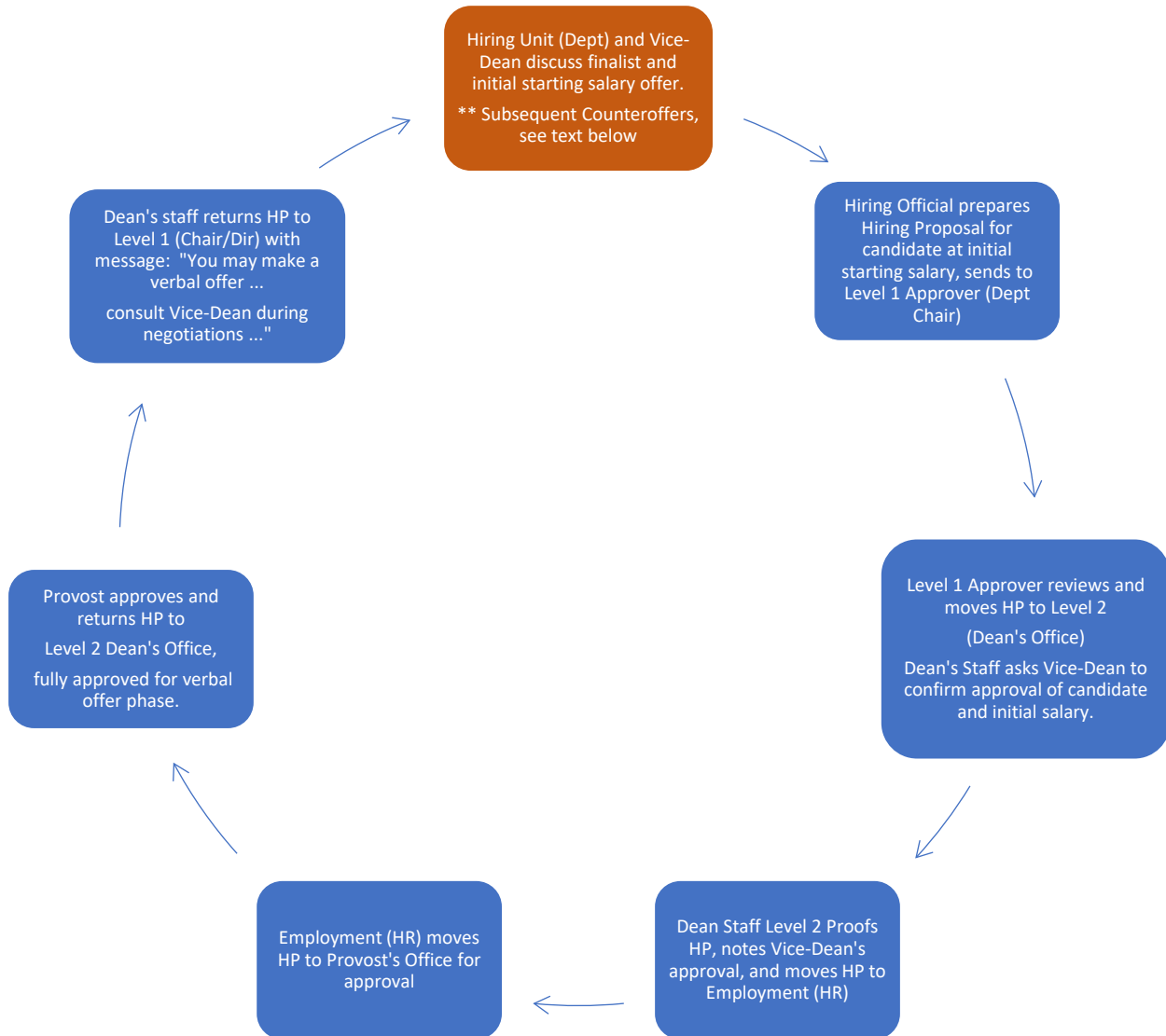


PeopleAdmin Hiring Proposal Flow Chart, Arts & Sciences, 2022-23



**** Counteroffers/Round 2 Hiring Proposal:** If salary increases during negotiations, the HP cycle repeats. Vice-Dean and Chair/Dir (Level 1) discuss next salary increment. *Level 1 moves HP to Hiring Official to edit as a Counteroffer* action and then recirculate HP following same cycle.

Differences in Round 2 (counteroffer) hiring proposal approvals:

- A. If the counteroffer is still *within the budgeted range*, after the *Counteroffer salary* HP is deemed accurate and approved by Level 2 Dean's Office, verbal discussions may resume at new salary rate. This faster timeline is applicable only with counteroffers still within the budgeted salary range.
- B. If final negotiated salary *exceeds highest budgeted range*, Hiring Official must upload the Dean's emailed salary approval to the HP, documenting authorization for a salary over the budgeted range. Employment (HR) will also circulate the HP to Budget Office (or OSP as applicable) and Provost to sign off on the higher salary. HP will circulate back to Level 1 after all approvals and then new approved salary can be verbally offered.