Creating a Hiring Proposal (Instructional/Executive)
PeopleAdmin

1. Login to PeopleAdmin

2. Locate the Posting you will be hiring the applicant from by searching for the position number or selecting from your watchlist

3. Open the posting

4. Click on the Applicants Tab:

5. Click on the applicants’ name

Notes:
  a. Applicant must be listed as finalist to create a Hiring Proposal for an applicant
  b. If the applicant is not listed as finalist:
     i. Hover over the Actions button in the applicants row
     ii. Click View Application
     iii. The page will load with the applicants application. Hover over Take Action
     iv. Click Finalist – Begin HP from the application
     v. Click Submit

6. Click Start Hiring Proposal:

7. Verify the correct Position Name is listed above the Select Position Description button then click Select Position Description:
a. If the correct PD is not listed, use the search box below:

![Position Descriptions](image)

8. A pop up will appear warning you that by creating this HP, anyone currently seated in the position will be removed so please do not click through this warning without checking to see if the employee currently in the position (even if terminated) will be replaced:

![Warning Message](image)

**Note:** If a Hiring Proposal has already been started for this position, you will see the following error after clicking OK on the warning above:

![Error Message](image)
9. The Hiring Proposal will load with required fields outlined in red:

- Not highlighted as required but if you know the FT/PT status, please select
- If this is a current employee, enter their S3# here
Helpful Hints:

a. “Hired As Title” feeds into Banner. On the HP manually type the simple title, i.e. the rank with no dept name
   - Lecturer, Visiting Assistant Professor, Assistant Professor, Postdoctoral Research Associate

b. **Confirmed Supervisor Position** is normally the supervisor FC# or FS# assigned to the chair/director of your unit, found in the faculty position description.

c. **IPEDS Primary Function**: 
   - 2B = TE faculty 
   - 2A = NTE & Adjunct faculty 
   - 2E = Postdoc 
   - 20 no longer used

10. Click Save and Continue:
11. Enter information for all tabs:

   ![Editing Hiring Proposal](image)

   a. Review the Budget Information tab and attach any documents appropriate on the Hiring Proposal Documents tab.

12. Review the Summary information before clicking *Take Action On Hiring Proposal* to move the Hiring Proposal to *Level 1 Review* to start the approval process of the HP.

**Notes:**

- If the requested offer exceeds the *original approved budget amount*, all Hiring Proposals must receive further financial approval based on funding, i.e. Budget, Sponsored Programs, etc. Employment will send to Budget after initial review for further approval.
- Full-time positions need to be approved by the Provost.
- For new employees, 93#'s are generated once the HP is moved to Hire Approved status.
- Please enter the 93# on the HP if the candidate has one listed in banner to ensure a duplicate 93# is not generated.