

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:

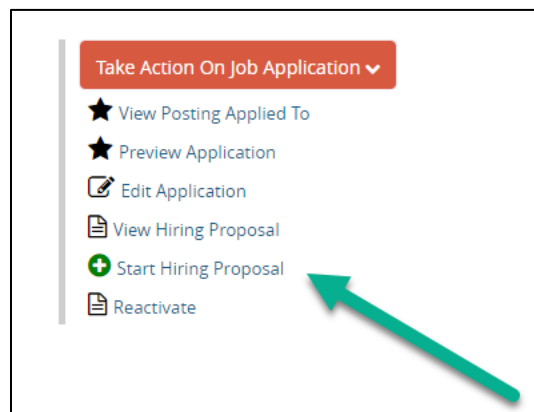


5. Click on the applicants' name

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:

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

Saved Searches ▼

Search

🔍 Hide Search Options ▼

Add Column: Add Column ▼



Status: Status

Department: Department

Division: ▼

Employment Category: ▼

Position Number:

Last Updated Date: ☒ between
MM/DD/YYYY 
and
MM/DD/YYYY 

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:


peopleadmin.com says

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.

OK

Cancel

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:

 Job application already has an in process Hiring Proposal for this Posting

9. The Hiring Proposal will load with required fields outlined in red:

Applicant Tracking System

Welcome, Nicole Palmisano My Profile Help Logout

User Group: Employment

Home Postings Applicants Hiring Proposals Shortcuts

Actions / ... / Hiring Proposal / Visiting Assistant Professor of Economics / Edit

Editing Hiring Proposal

- Hiring Proposal
- Budget Information
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal

Check spelling Required information

Hiring Proposal

Position Number F0778W

Position Title Visiting Assistant Professor of Economics

Position Description ID 17327

Hired as Title

Department 3KH210 Economics Dept

Primary Work Location Please select This field is required
If primary work location is off-site, then Hiring Location (below, under Position Information) must be changed to "Exception - Manual HR Address"

Position Duration Restricted Appointment - Appointment limited to specified term

Full Time/Part Time Status Please select

Hours Per Week

Role Code 01014

Banner Id Detail

First Name

Middle Name

Last Name

Preferred First Name

Finalist's Email Address

Save Save & Continue

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Not highlighted as required but if you know the FT/PT status, please select

If this is a current employee, enter their 93# here

Faculty Rank Please select This field is required

Justification for Selection

Tenure Status Please select This field is required

Wage Type Please select This field is required

Salary or Hourly Rate to be offered This field is required

Salary Justification

Begin Date MM/DD/YYYY

If temporary or time-restricted, specify end date MM/DD/YYYY

Pay Band

Annual Salary

IPEDS Primary Function Please select This field is required

Will this person approve time sheets for others? Please select This field is required

University Orientation

SUPPORT NEW FEATURES 0

Benefits Orientation

Confirmed Supervisor Position Number: FC010W

Is this a pooled hire? ▼
This field is required.

Position Details

ECLS: 08-Inst Faculty 9/10-Month

Hiring Location: Tyler Hall:TYLER

District (Dept or Unit): Economics:EON

Work Period: Standard Work Period

Time Entry Type: None

Time Entry Method: Payroll Time Entry

If the employee is working out of state, has an out of state agreement been finalized? If no, the department must submit an out of state request form immediately for review by Tax Compliance, Payroll, and HR.

Please select ▼
This field is required.

Required for Banner

Date Of Birth (from Application):

Confirmed Date Of Birth: MM/DD/YYYY

Gender (from Application):

Confirmed Gender: Please select ▼

Race (from Application):

Confirmed Race:

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

[SUPPORT](#) [NEW FEATURES](#)

Hispanic/Latino Status (from Application):

Confirmed Hispanic/Latino Status: ▼

Social Security Number:

Job Change Reason: Please select ▼

I-9 Indicator: Please select ▼

I-9 Received Date: MM/DD/YYYY

I-9 Expiration Date: MM/DD/YYYY

Probation

Probation Begin Date: MM/DD/YYYY

Probation End Date: MM/DD/YYYY

[Save](#) [Save & Continue](#)

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
Hiring Proposal
✓ Budget Information
✓ Hiring Proposal Documents
Hiring Proposal Summary

- 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.