Creating a Faculty Hiring Proposal (Instructional/Executive)
PeopleAdmin, March 2024

1. Login to PeopleAdmin and navigate to the blue applicant tracking system side of People Admin.

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:

   a. **Dispositioning Applicants:** At this stage, the only applicants who should be in your applicant review queue are those who have made it to the short list review. Other applicants who may be listed as "under review by search committee" should be dispositioned to "not under consideration". If you are unsure of the reason for disposition, admins should work with their search committee chair to identify the reason each candidate is no longer under consideration from options given.

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:
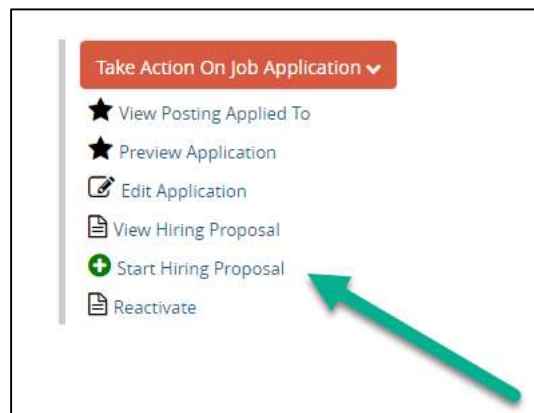
7. Verify the **correct** Position Name is listed above the *Select Position Description* button then click *Select Position Description*:

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Visiting Assistant Professor of Economics

[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

Add Column:	Add Column
Status:	Status
Department:	Department
Division:	
Employment Category:	
Position Number:	
Last Updated Date:	● between
	MM/DD/YYYY
	and
	MM/DD/YYYY

b. For pooled positions, ensure the correct PD ID is selected. If Position Description does not appear, then click on Add Column > Position Description ID.

Position Descriptions

Saved Searches — T9000W — Search — Hide Search Options

Add Column:	Add Column
Status:	×Draft ×Active ×Locked
Department:	Department
Division:	
Employment Category:	
Position Number:	
Last Updated Date:	● between [ ] and [ ], or
	○ within [ ] hours before the report run date

Ad hoc Search ✕   Current Position Descriptions

Ad hoc Search

Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	(Actions)
○ T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Debra Jarvis, Elizabeth Robbins	Hourly	14-HR-Hourly		Active	38746	Actions ⌄
○ T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38748	Actions ⌄
● T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Elizabeth Robbins, Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38773	Actions ⌄

c. From here, click on the position description with **position description ID** number you want to fill.

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 confirm if the employee currently in the position (even if terminated) will be replaced effective with the <u>new start date</u> indicated:

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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. Additional fields noted with green comments here are also required for Banner, though PA may not have been updated in red.

Tip: **"Hired As Title"** feeds into Banner. On the HP manually type the simple title, i.e. the rank. <u>Do not include the dept name or specialization on this line.</u> Example of simple title: Adjunct Lecturer, Visiting Assistant Teaching Professor (previously Visiting Assistant Professor), Assistant Teaching Professor (Previously Lecturer), Assistant Professor, Postdoctoral Research Associate, etc.

Faculty Rank | Please select ▾
This field is required.

Justification for Selection | [text box, outlined in red]
This field is required.
Provide a detailed explanation of why candidate was preferred to other candidates

> **Justification for Selection must be a paragraph stating how this candidate meets/exceeds qualifications and why they are the best candidate for this position.**

Tenure Status | Please select ▾
This field is required.

Wage Type | Please select ▾
This field is required.

Salary or Hourly Rate to be offered | [red outlined box]
This field is required.

> **Proposed full-time initial salary offer must be a single whole number, not a range. If salary increases after negotiations, HP must be recirculated for final salary.**

Salary Justification | [text box]

> **Adjunct salary should reflect only fall salary for adjuncts with an AY position. Include adjunct allocation memo in attachments. Compensation comments or salary justification boxes can read "As approved per Dean allocation memo" or "TBD summer salary based on enrollment at time of add/drop."**

Begin Date | MM/DD/YYYY 📅

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

> **Begin Date for instructional faculty use 8/10 for fall and 1/10 for spring. 12-mo research postdocs use 10th or 25th of any month.**

Pay Band | [text box]

Annual Salary | [text box]

IPEDS Primary Function | Please select ▾
This field is required.

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

> **IPEDS: 2B = Tenure Eligible Faculty**
> **2A = Full-time Term & PT Adjunct**
> **2E = Postdoctoral Research Associate**

University Orientation | [text box]

Benefits Orientation | [text box]

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:ECN ▾

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) | [redacted]

Confirmed Date Of Birth | MM/DD/YYYY 📅

Gender (from Application) | [redacted]

Confirmed Gender | Please select ▾

Race (from Application) | [redacted]

Confirmed Race |
☐ American Indian/Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Tip: Confirmed <u>Instructional Faculty</u> Supervisor Position is normally the supervisor **FC# or FS#** (stipend #) assigned to the chair/director of your unit, found in the position description. (Email Mike Smith (mssmith02@wm.edu) or AskHR if you do not have access to your current department supervisor position.)

Postdocs will use the P.I.'s faculty posn#. Manually UPDATE the hiring proposal supervisor posn # in the HP, if it has changed since the time the PD was created.

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.

        i. These documents include:

            1. (recommended) **Search committee individual member's scoring rubric, as well as a final summary scoring rubric, if used, and committee interview notes and feedback.**

            2. any additional emails relevant to the final salary - if it exceeds budgeted range,

            3. a longer selection memo, only if justification too long for the salary justification field.

12. Review the Summary information carefully and verify all terms 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:

- Hiring Proposals normally begin with a selected salary amount below the maximum budgeted range.
- If the final negotiated salary offer exceeds the *original approved budget amount*, all Hiring Proposals must be edited for <u>counteroffer</u> and recirculated to receive further financial approval based on funding, i.e. Budget or Sponsored Programs, etc. Employment will send to Budget/OSP after initial review for further approval.
- Full-time faculty positions will be circulated to the Provost.
- Please enter the 93# on the HP if the candidate has one listed in banner to ensure a duplicate 93# is not generated. A 93# may already be generated by Accounts Payable if the faculty member was reimbursed for interview travel.
- For new employees who did not travel, 93#'s are generated once the HP is moved to Hire Approved status.
  - Once remaining HR steps are completed and new hire is fully approved, Faculty Personnel Services Manager flags as instructor of record and emails the department.