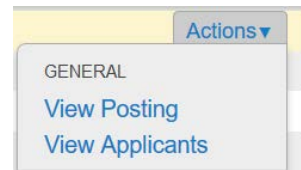
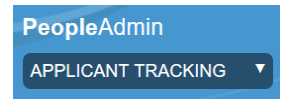


When a candidate has been selected for a job posting, a hiring proposal is completed, which seats the employee into that position in PeopleAdmin.

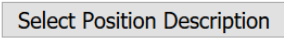

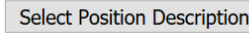


Starting the Manual Hiring Proposal:

1. Log in to PeopleAdmin, select a user role, and navigate to Applicant tracking.
2. Click the Postings tab, and find the appropriate Job Posting. See the Navigation and Search Manual for details about searching.
3. Select View Applicants from the Action Menu for the Posting.
4. Select the appropriate candidate and move them to the workflow step “Recommended for Hire – Hiring Proposal,” or find the candidate in the list who is already at that workflow state and select View Application from the Actions menu.



5. On the Job Application page, click  [Start Hiring Proposal - Manual](#).

Completing the Manual Hiring Proposal:

1. Choose the Position Description for the job.
 - a. To use the Position Description already associated with the Job Posting, scroll to the bottom of the page and click  .
 - b. To select different Position Description, find it in the list, click the radio button  next to the position, then scroll to the bottom of the page and click  .
2. Hiring proposal tab.
 - a. Most information on the Hiring Proposal will be fed in from earlier forms. Verify the accuracy of this information.
 - b. Fill in USNH ID and Position Number, and click Next.
3. HR Use Only Tab.
 - a. Enter any notes in the field. Keep in mind they will be recorded by the system.
4. Hiring Proposal Documents Tab.
 - a. Supporting Budget Authorization information can be attached to the Hiring Proposal here. Choose the appropriate action from the Actions menu and follow the instructions.
5. Hiring Proposal Summary Tab.
 - a. Review all of the information for accuracy. A  indicates incomplete information in a section. Click Edit to revisit that section.
 - b. When all sections are complete and accurate, select the appropriate action from the Take Action on Hiring Proposal menu. 
6. When the Hiring Proposal is approved, the Employee will be seated into the associated Position Description.