This document will help determine which Hiring Proposal should be used.

What is a Hiring Proposal?

The Hiring Proposal is the final step in hiring someone using PeopleAdmin. Within PeopleAdmin, the main purpose of the Hiring Proposal is to seat the Employee into the Position. Going forward, the Employee will be related to the Position and will be able to see and modify (with approval) the Position Description.

What is the Manual Hiring Proposal?

The Manual Hiring Proposal presents certain information from the Position Description and Job Posting for review. It also collects a few more key pieces of information, specifically the USNH ID, also known as the "9 number" or "9 ID" and the Position Number. It then seats the employee into the position as described above.

What is the Automated Hiring Proposal?

The Automated Hiring Proposal does everything that the Manual Hiring Proposal does, but it also collects much more information. This information is automatically fed from PeopleAdmin into Banner to create an EPAF. This being the case, accurate data entry is essential.

How do I choose?

The Automated Hiring Proposal should be used for (non-adjunct) faculty and staff appointments. Adjuncts, extension educators, student hires, and grant funded positions should all use the Manual Hiring Proposal. Further, the Automated Hiring Proposal should not be used for existing employees that are moving to a new position.

Contact your campus Human Resources office with any questions.