Creating a Hiring Proposal & Onboarding Events
Faculty FTE

The following user types can create a Hiring Proposal:
- Initiator
- Department HR Contact
- College/Division HR Contact

1. Go to the Applicant Tracking Module, using one of the above user types.

2. Click on the Postings tab and choose “Faculty FTE.”

3. Search for the posting in which you would like to create a Hiring Proposal for and click either the Classification Title or Internal Title of the position to enter the posting.

4. Click on the “Applicants” tab within the posting.

Rev. 07/24/2017
5. Click on the blue hyperlink of your final applicant’s last name to open the application or on the action button to view the application.

- The applicant must be in the status of “Recommend for Hire” for this link to appear.

6. Click the “Start Faculty FTE Hiring Proposal” link on the right at the top of the page.

7. A new screen will appear showing the applicant’s name and the posting’s internal title. Select the “Start Faculty FTE Hiring Proposal” to enter the Hiring Proposal section or select “Cancel” if this was started in error.
8. You will be directed to the Hiring Proposal Screen. Information from the application and posting will transfer over automatically to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in **RED**.

9. Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found through a Data Warehouse report for active employees.

10. Click either “Next” at the bottom or top of the Candidate Information Screen to save your data and route to the Position to be Filled Screen.

11. In the Position to be Filled Screen, select the correct home department from the Home Department dropdown field.
12. Select “Add Funding Information (Hiring Proposal) Entry”.

13. Enter the department account # and fund #. Select the correct object code from the drop down. Enter the amount associated with the fund #.

- If there is more than one fund # associated with the salary of the faculty FTE, select “Add Funding Information (Hiring Proposal) Entry.”

14. Click either “Next” at the bottom or top of the Position to be Filled Screen to save your data and route to the Job Offer Information Screen.
15. In the Job Offer Information Screen, complete the following fields shown, if applicable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Type</td>
<td>Please select</td>
</tr>
<tr>
<td>Hiring Proposal Number</td>
<td></td>
</tr>
<tr>
<td>Reason for Selection of Candidate</td>
<td></td>
</tr>
<tr>
<td>Base Salary</td>
<td>This field is required</td>
</tr>
<tr>
<td>Supplement (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Total Compensation, (if a supplement is applicable)</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>This field is required</td>
</tr>
<tr>
<td>Tenure Track Start Date (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Date Tenured Received (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Tenured Department Number (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Voting Rights</td>
<td>[ ] This field is required</td>
</tr>
<tr>
<td>End Date (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Employee’s Building/Room</td>
<td>This field is required</td>
</tr>
<tr>
<td>Campus Phone</td>
<td>This field is required</td>
</tr>
<tr>
<td>Supervisor SSN</td>
<td></td>
</tr>
<tr>
<td>Supervisor Class/Slot</td>
<td>This field is required</td>
</tr>
<tr>
<td>Check Distribution</td>
<td>This field is required</td>
</tr>
<tr>
<td>Timecard Distribution</td>
<td>This field is required</td>
</tr>
</tbody>
</table>

If as the Initiator or the Department HR Contact you do not know the supervisor’s social security number, you may enter N/A in the supervisor’s social security number field. The College/Division HR Contact will be expected to enter the supervisor’s social security number at the time of his/her review.

If the Initiator or Department HR Contact is not aware of the check distribution or timecard distribution number, then each College/Division may need to create a job aid to assist in completing these fields.
16. Click either “Next” at the bottom or top of the Job Offer Information Screen to save your data and route to the Prospective Non U.S. Citizen Screen.

17. The Prospective Non U.S. Citizen Screen is to be utilized and completed, if an international applicant has been recommended for hire. If hiring an international, you are to work in conjunction with the International Support for Faculty and Staff (ISFS) Office.

> Please select whether the appointment at the time of hire will have access to USC insurance.

18. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route to the Hiring Certification Screen.

19. In the Hiring Certification Screen, click “Yes” or “No” from the dropdown to certify the candidate meets the minimum qualifications for the position.
20. Click either “Next” at the bottom or top of the Hiring Certification Screen to save your data and route to the Hiring Proposal Documents Screen.

21. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the faculty FTE position type.

- Provost approval is required, if hired at rank of professor.
- President and Board of Trustees approval is required for hire with tenure or professor, tenure track.

22. Click either “Next” at the bottom or top of the Hiring Proposal Documents Screen to save your data and route it to the Hiring Proposal Summary Screen.
23. At the top right, hover over the “Take Action on Hiring Proposal” button and submit it to the appropriate approver based on your internal business process.

- **Hiring Proposals must have at least two levels of approvers and they must not be the same person.**
- **All faculty FTE hires must be approved through the Provost’s Office for the Columbia campus.**

24. Once the Hiring Proposal has been moved to either “Approved to Make Offer – Department HR Contact” or “Approved to Make Offer – College/Division HR Contact” and a verbal offer has been made and accepted*, you may start the onboarding process.

*If the verbal offer is not accepted, you will select “Offer Declined,” or if the Hiring Proposal is canceled, select “Cancel.”

If the verbal offer is accepted, create onboarding event(s). To onboard new hires well in advance of their hire date, we recommend that you initiate the critical new hire checklist at the Approved to Make Offer workflow status, which is the earliest opportunity to create an onboarding checklist after an applicant accepts a verbal offer. Given critical data is essential in hiring an employee and has direct impact on pay, as well as access to technology, including VIP, Blackboard, etc., we strongly encourage the critical checklist is created during this workflow state.
25. Click Create Onboarding Event.

- Verify the candidate’s information and enter any additional information, such as SSN, that you may have available now.

- Employee ID = USC ID. A current employee or former employee of USC has an opportunity to enter this information on their application. If that happens, it will populate; otherwise, it will be blank and assigned at the time of hire.

- Personal email address is the unique identifier between Applicant Tracking and Onboarding. It will auto-populate from the application in the “select onboarding checklist” box. It is important that you do not edit this data element.

- Update the employee’s supervisor by selecting the supervisor’s name from the dropdown

- In the Onboarding Checklist field, click Select Some Options from the dropdown of checklists.
  - Select Critical New Hire Checklist. This information contains critical information to hire the employee into the HR and Payroll system and all employee tasks must be completed before the employee can be hired prior to their arrival at USC. If you have an opportunity to complete Section 2 of the I-9 prior to the employee’s effective date of hire, we encourage you to do so; otherwise, please ensure Section 2 is completed on the employee’s first day of employment.

  - Enter Due Date: Generally, we recommend (3) three days from the date the critical checklist is assigned.
26. **Click “Update Onboarding Event”** and select the appropriate position specific checklist (e.g. Faculty FTE New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks), if applicable.

- Select the checklist(s) and enter the due date.
- Generally, the due date should be 30 calendar days from the date the additional checklists are assigned.

27. **Click “Take Action”** on the Hiring Proposal and move the candidate to “Offer Accepted.” This will transition the Hiring Proposal to HR Operations.

28. HR Operations will review the Hiring Proposal. If approved, HR Recruitment, HR Benefits, and College/Division and Department HR Contacts will receive an automated email notification of final approval. If there is incorrect information, HR Operations will return the Hiring Proposal with comments.

*Remember, the candidate must complete the Critical New Hire Onboarding Tasks to facilitate entry in the HR/Payroll System. Refer to Managing Onboarding Checklists & Viewing Employee Files.*