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 Hiring Proposal tab and choose “Faculty RGP/TL.”

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.
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Posting Number</th>
<th>Workflow State (Internal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones - BRO, Sam - BRO</td>
<td>RTF00009PO17</td>
<td>Recommend for Hire</td>
</tr>
<tr>
<td>Johnson - BRO, Susan - BRO</td>
<td>RTF00009PO17</td>
<td>Recommend for Hire</td>
</tr>
</tbody>
</table>

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

7. Your position will be listed under the Selected Position Description section.
   - The selection will default to the Position Description (PD) from which this posting was created.
   - An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from that posting.

8. Once the appropriate PD is selected, scroll to the bottom and click the “Select Position Description” button.
9. You will be directed to the Hiring Proposal Screen. Information from the applicant, job posting, and PD will transfer over automatically to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in RED.

10. 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.

11. 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.
Creating a Hiring Proposal & Onboarding Events
Faculty Research Grant/Time Limited

12. In the Position to be Filled Screen, choose the correct home department from the home department dropdown field.

Home Department

Please select

This field is required.

13. Verify the funding information is still accurate. Make any necessary changes. Enter the amount associated with the fund #.

Funding Information

Dept. Account #

15200

Fund #

E000

Object Code

51321 - RGP with benefits (classified and unclassified)

Amount ($) 

$50,000

If additional funding is associated with the salary of the faculty RGP/TL, 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 as the Initiator 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.

The benefits chosen at the time of the posting creation will default to the Job Information Screen.
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 Office.

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

Prospective Non U.S. Citizen

United States Citizen

Requires employer sponsorship to work in the United States? No

Does this appointment include access to USC Insurance? Yes

If no, will department purchase alternate coverage for appointee?

What is the expected length of employment or stay at USC? Please select

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 RGP/TL position type.

22. Click either next at the bottom or top of the Hiring Proposal Documents Screen to save your data and route 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.

24. Move the Hiring Proposal through workflow to Offer Accepted/Create Onboarding*. This will transition the Hiring Proposal to HR Operations.

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

25. At this time, Create the 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 or former employee of USC has an opportunity to enter this information on their application. If that happens, it will populate; otherwise, the field will be blank. This is a unique identifier between Applicant Tracking and Onboarding. Do not enter N/A or any other value, except the USC ID, if the employee has a USC ID.

• Personal email address is a 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. The information also includes a list of all employee tasks that 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 to do so; otherwise, please ensure Section 2 is completed on the employee’s first day of employment.

  ▪ Select the appropriate position specific checklist (e.g. Staff FTE New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks, if applicable), or Insurance Benefits, if RGP or TL and applicable. Refer to the Onboarding Checklists Matrix, if you are uncertain which checklists to assign.

  ▪ Enter Due Date: Generally, we recommend (3) three days from the date the checklists are assigned.
PeopleAdmin Quick Reference Guide

Creating a Hiring Proposal & Onboarding Events
Faculty Research Grant/Time Limited

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](#) for more information.

26. HR Operations will review the Hiring Proposal.
   - If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Approved.
   - If rejected, you will receive an email notification with comments to take action on the Hiring Proposal. Take action and return it to Offer Accepted/Create Onboarding. It may seem redundant but it has to be moved through the workflow again to HR Operations. Do not create onboarding again, as the employee will receive duplicate checklists.

27. The candidate will automatically be seated in the respective position upon the Hiring Proposal being approved.