To onboard new hires well in advance of their hire date at your campus, we recommend that you initiate the critical new hire checklist at the Approved to Make Offer workflow status. This state is the earliest opportunity for your College/Division or Department HR Contact to create an onboarding checklist after an applicant accepts a verbal offer. Given critical data is essential in hiring an employee, and it has direct impact on pay as well as access to technology (including VIP, blackboard, etc.), we strongly encourage this checklist to be created during this workflow state.

1. **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 or former employee of USC has an opportunity to enter their ID on their application. If they do, the number will auto-populate. If they don’t this information 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.

   - 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.
2. **Click “Update Onboarding Event”** and select the appropriate position specific checklist, e.g., FTE New Hire Tasks as well as location specific, if applicable.

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

3. **Click “Take Action” on the Hiring Proposal** and move the candidate to “Offer Accepted.”
   - Now, the ownership transfers to HR Operations to finalize the hire.