The following user types can initiate actions:
- 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 “Adjunct/Temporary.”

3. Click “Create New Posting” in the upper right-hand corner.
4. A pop up will appear asking, “What would you like to use to create this new posting?” Click “Create from Classification.”

5. Choose the classification title in which you are hiring the adjunct faculty/temporary staff by clicking on the title or entering it in the search field.

6. Click “Create Posting from this Classification” in the upper right-hand corner.
7. Enter the required information. Required information will be marked with a RED asterisk.

8. Choose the correct application form based on whether the Quick Hire is adjunct faculty or temporary staff.

   Accepted Application Forms

   - USC Adjunct Faculty Application
   - USC Temporary Application

9. Click “Create New Posting” in the bottom right-hand corner.

   Create New Posting  Cancel

   Note: The URL for your school is optional and not required for Quick Hires.

10. Complete the Posting Summary. Items with RED asterisk are required.
Complete the **Position Description (PD) section**. The “Advertised Job Summary” and the “Qualifications” sections don’t have to be elaborate in nature. If the PD is for an adjunct faculty, list courses that will be taught. If the PD is for temporary staff, enter a short description of what they will be doing.

**Position Description**

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Human Resource Manager II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Title</td>
<td>HR Manager - Test</td>
</tr>
<tr>
<td>Type of Temporary Position</td>
<td>Please select *</td>
</tr>
<tr>
<td>Campus</td>
<td>Please select *</td>
</tr>
<tr>
<td>College/Division</td>
<td>Division of Human Resources</td>
</tr>
<tr>
<td>Department</td>
<td>Salary Administration and HR Systems</td>
</tr>
<tr>
<td>Class Code</td>
<td>AG15</td>
</tr>
<tr>
<td>Salary</td>
<td>This field is required.</td>
</tr>
<tr>
<td>Location of Vacancy</td>
<td>If the work location of the position is outside of the affiliated campus, please specify the city and state of the position. For example, a recruiter in Undergraduate Admissions may be located in Chicago, IL, or Jersey City, NJ.</td>
</tr>
</tbody>
</table>

**Hours per week**

*This field is required.*

The standard hours the employee is expected to work per week. For example, if the employee works 8:30 am - 5:00 pm with one hour for lunch, the hours per week is 37.50.

**Work Schedule**

| Job Search Category | Please select * | This field is required. |

**Advertised Job Summary**

*This field is required.*

Please summarize the job purpose and duties for the advertisement of this position.

**Qualifications**

*This field is required.*
Complete the Posting Detail Information section. Items with RED asterisk are required.

<table>
<thead>
<tr>
<th>Number of Vacancies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Start Date</td>
<td>* This field is required.</td>
</tr>
<tr>
<td>Proposed End Date</td>
<td></td>
</tr>
<tr>
<td>HR Contact</td>
<td>* This field is required.</td>
</tr>
<tr>
<td>HR Contact Phone Number</td>
<td>* This field is required.</td>
</tr>
<tr>
<td>Applicant Reviewer Access</td>
<td>Select Some Options</td>
</tr>
<tr>
<td>Initiator Access</td>
<td>Select Some Options</td>
</tr>
<tr>
<td>Job Open Date</td>
<td>* This field is required.</td>
</tr>
<tr>
<td>Job Close Date</td>
<td></td>
</tr>
<tr>
<td>Open Until Filled</td>
<td></td>
</tr>
<tr>
<td>Special Instructions to Applicant</td>
<td></td>
</tr>
</tbody>
</table>

- Enter the actual number of vacancies or the verbiage “multiple vacancies” in the vacancy field, if more than one candidate will be hired from the quick hire. Once all vacancies have been filled, please contact the Office of Talent Acquisition so that the position can be moved to the workflow status of “filled.”

- Enter name(s) of whomever will move the applicant to “Recommend for Hire” as an Applicant Reviewer. You will need to enter your own name if you are to move the applicant to “Recommend for Hire.”
11. Click either “Next” at the bottom or top of the Posting Details Screen to save your data and route it to the Position Attributes Screen.

12. If the position is essential during hazardous weather, select “Essential”. If not, select “Non-essential.”

13. If the position is a safety/security sensitive position or requires a CDL, select “Yes.” If not, select “No.”

14. Click either “Save” or “Next” at the bottom or top of the Position Attributes Screen to save your data.

15. After saving your data, you may select the Summary tab. Since this is a Quick Hire, the other tabs may be skipped.
16. If the user is the Initiator, please follow your internal business process for further routing and submit the posting for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit it to “Application Link (move to Quick Hire).” If user needs to continue working, please select “Keep working on this Posting.”

17. Once the posting has been moved to the Quick Hire status, a message will appear at the top of the screen:

   Posting: HR Manager - Test (Adjunct/Temporary)
   Current Status: Quick Hire

   This posting is not available to applicants via search results but may be accessed directly at [http://sc-ab.peopleadmin.com/postings/19700](http://sc-ab.peopleadmin.com/postings/19700)

18. Copy and paste the internal posting link into an email and send it to the applicant so they may access the posting and apply. This position is not posted externally for all to see. Only applicants who are sent the internal link can apply to the position. See circled link above.

19. Applicant will click on the link in the email and complete the application for the posting.
The applicant may email you when they have completed the application or you can access the posting in PeopleAdmin to see if he/she has applied.

20. Log back in or change role to “Applicant Reviewer.” Only the Applicant Reviewer role can move the applicant to Recommend for Hire. Click on “Adjunct/Temporary” under the Postings Section of the Applicant Tracking Module.

21. Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number or by choosing the Classification or Internal Title that is shown in BLUE.
22. A new screen will appear showing the posting.

23. The Applicant Reviewer will click on the Applicants tab.

24. A list of the applicant(s) will appear. Choose the applicant’s name in BLUE that you wish to hire for the Quick Hire - Rehire.
25. The job application for the person you are rehiring will appear.

26. As the Applicant Reviewer, you will choose “Take Action On Job Application”, “Quick Hire (Move to Recommend for Hire)” and then click “Submit.”
27. To begin the Hiring Proposal, the user must be logged in as either the:
   - Initiator
   - Department HR Contact
   - College/Division

28. Since this position does not have a position description (PD), choose “Start Adjunct/Temp Hiring Proposal (No Position Description).”


Starting Adjunct/Temp Hiring Proposal (No Position Description)

Applicant: Tom Brady

Posting: HR Manager - Test

Start Adjunct/Temp Hiring Proposal (No Position Description) or Cancel

30. The Hiring Proposal will appear. Scroll down and complete the USC ID field in the Candidate Information Screen. Since this is a Rehire, you should already know the USCID.

   USC ID

   * This field is required.

   If current or prior USC employee, please enter the USC ID. If not, please enter N/A.

31. Click either “Next” at the bottom or top of the Candidate Information Screen to save your data and route it to the Position to be Filled Screen.
32. In the Position to be Filled Screen, select the appropriate Fair Labor Standards Act (FLSA) status of exempt or non-exempt.

- Practicing physicians, practicing attorneys and teachers (adjunct faculty) are considered exempt and do not require a position description.
- If the position is hourly, then select non-exempt.

33. Select the correct home department from the home department dropdown field.

34. Enter the required funding information. Click the “Add Funding Information Entry” button should you need to add additional funding. Items with **RED** asterisks are required.
35. 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.

36. In the Job Offer Information Screen, complete the following fields shown. Items with **red** asterisks are required. Since this is a rehire action, you will select either Rehire (Less than 1 Year) or Rehire (Greater than or Equal to 1 Year) based on the employee’s length of separation from USC. **Definitions have been added to clarify the difference between new hires and rehires.**

    ![Hiring Proposal Information](image)

    - **Action Type**
    - **Start Date**
    - **End Date**
    - **Salary or Hourly Rate**
    - **Hours Per Week**
    - **Hours Per Year**
    - **Employee’s Building/Room**
    - **Campus Phone**
    - **Supervisor BSN**
    - **Supervisor Full Name**
    - **Supervisor Class/Title**
    - **Check Distribution**
    - **Timecard Distribution**

- 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 not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.

- 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. If the distribution fields are not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.

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37. Click either “Next” at the bottom or top of the Job Offer Information Screen to save your data and route it to the Prospective Non U.S. Citizen Screen.

38. The Prospective Non U.S. Citizen Screen is to be utilized and completed ONLY if an international applicant has been recommended for hire as an **adjunct faculty or temporary post-doctoral fellow**. If rehiring an international, you are to continue 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, if this is applicable.

- If the employee is not an international faculty, please select “No” for the required question.
- If the employee is a temporary staff, please select “No” for the required question.

39. 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 Proposal Documents Screen.
40. In the Hiring Proposal Documents Screen, the only required documents to be attached are the Signed Offer/Acceptance Letter and the ACA Calculation Worksheet. Only one attachment can be made to each document type. If you are uploading multiple documents, these will have to be saved together as one batch.

- The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter.

- The ACA Calculation Worksheet can be found in the HR Toolbox under PeopleAdmin Upgrade.

- Documents can be attached by choosing the correlating Actions link and choosing “Upload New.” Documents can be removed by choosing “Unassign.”
41. 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.

42. 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.

43. Once the Hiring Proposal is transitioned to “Offer Accepted (move 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.”

44. 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. Comments may also be viewed in the History tab of the hiring proposal. The College/Division HR Contact will need to transition the hiring proposal to Offer Accepted/Create Onboarding for HR Operations to review the edits.
   ➢ Once the applicant has been successfully transitioned, no Onboarding will be created if the separation from USC has been less than a year. HR Operations will be responsible for any onboarding for rehires less than a year.
   ➢ If the separation has been greater than one year, the rehire is treated like a new hire for purposes of Onboarding. Please refer to the Quick Reference Guide – New Hire Greater than One Year Matrix for more information.