If you recruit from a world-wide talent pool for faculty, contact the International Support for Faculty and Staff Office (ISFS) for guidance.

1. For RGP/TL, create the position description (PD).

2. Consult with ISFS for guidance on the PD before submitting it in PeopleAdmin for Classification and Compensation approval.

3. Create the posting in PeopleAdmin.

4. If an international applicant is identified in the applicant pool, contact ISFS for further guidance.
5. For faculty full-time equivalent (FTE) candidates who are invited for an on-campus interview, coordinate meeting with ISFS during the visit to perform the following:
   - Review Visa status and history
   - Identify barriers, if any
   - Discuss immigration processes

6. ISFS will consult with the hiring department.

7. Once the candidate is selected and moved to recommend for hire, start the Hiring Proposal.

Note: The Prospective Non-US Citizen tab is collecting information to generate the IS-1 report automatically.
8. After all tabs have been completed and saved, go to the Reports tab, generate a draft offer letter with the international contingency paragraph, and email it to ISFS for review and approval.

9. ISFS will review, suggest revisions as needed, and return edited offer letter to the hiring department via email with additional instructions.

10. Produce the final offer letter, obtain signature(s) in accordance with college/department guidelines, and deliver (USPS mail, email, etc.) to the prospective employee for signature acceptance.

11. Upon acceptance, upload the signed offer/acceptance letter into the Hiring Proposal Documents.
12. Move the Hiring Proposal through departmental workflow approvals until the workflow status is “Approved to Make Offer.”

13. Click Create Onboarding Event. Select Onboarding Checklist will appear.

14. In the Onboarding Checklist field, click to select some options from the dropdown of checklists. Select Columbia International Critical New Hire Checklist, if USC Columbia employee, or Campus International Critical New Hire Checklist, if campus employee. If the Columbia International Critical Checklist is assigned, change the department to ISFS Onboarding – this is important for workflow purposes.

15. Transition the Hiring Proposal to “offer accepted.”

16. ISFS will view the IS-1 report and signed offer/acceptance letter from the Hiring Proposal to finalize and approve the IS-1.
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International Faculty New Hires

- For RGP, TL and adjunct faculty: If a Visa processing delay occurs that impacts the hire date, ISFS will email the college/department with the amended USC hire date.
- For FTE faculty: If an amended USC hire date is necessary, email the signed amended offer/acceptance letter to saladmin@mailbox.sc.edu.

17. Return to the Hiring Proposal in PeopleAdmin to assign the position specific checklist. The icon will now be “Updated Onboarding Event.”

18. Select the appropriate position checklist.

19. For USC Columbia employees, ISFS will meet with the international employee to facilitate new hire onboarding tasks.

20. After all critical new hire onboarding tasks are completed, HR Operations will review and finalize the international hire.

For your reference, these are the tasks in the Columbia and Campus International Checklist.