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 research grant or time-limited (RGP/TL) or exempt temporary staff, create the position description (PD).

2. Consult with ISFS for guidance on the position description (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 a 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-U.S. 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 the 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 (U.S.P.S. 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. When the Workflow state is at Offer Accepted, HR Operations will be notified to review the Hiring Proposal. Once approved, you will be notified that the Hiring Proposal is at the Hire Approved/Create Onboarding state.

13. At that time, return to the individual’s Hiring Proposal, and click Create Onboarding Event.

14. Complete the Select Onboarding Checklist.
   — If a USC Columbia employee, change the department to ISFS Onboarding – this is important for workflow purposes to ISFS.
   — In the Onboarding Checklist field, click to select some options from the dropdown of checklists.
     - Select Columbia* International Critical New Hire Checklist (if a USC Columbia employee), or Campus International Critical New Hire Checklist (if another campus employee); and
     - Select the position specific checklist, e.g., Adjunct Faculty New Hire Tasks; and
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International New Hires

- Select Insurance Benefits Checklist (if the employee is eligible and they are employed at a campus other than USC Columbia). The Columbia International Critical New Hire Checklist already has an insurance benefits task.
- Enter the due date for the checklists.
- Primary Keys, including Employee ID and Personal Email Address, entered on this screen connect the employee from the Hiring Proposal to onboarding. If you do not know the Employee ID, please leave the field blank. In addition to personal email being a primary key, it also serves as the username in onboarding.

*Columbia campus new hire tasks are included in the Columbia International Critical Checklist. Therefore, it is not necessary to select the separate Columbia Campus New Hire Tasks Checklist.

15. ISFS will view the IS-1 report and signed offer/acceptance letter from the Hiring Proposal to finalize and approve the IS-1.
   ➢ 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.

16. For USC Columbia employees, ISFS will meet with the international employee to facilitate the new hire onboarding tasks, including a face-to-face meeting with the USC Benefits Office.