**PeopleAdmin Quick Reference Guide**

**Rehire – Less Than 1 Year & Other Actions Matrix**

A rehire - less than 1 year is a candidate who previously worked at USC but has had a break in service of less than 1 year. This includes the typical rehire of adjunct faculty or temporary staff. Other actions include promotion, demotion and reassignment.

If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose.

### Faculty FTE Positions
- Curriculum Vitae
- If requested through posting – a minimum of 3 signed recommendation letters on letterhead

### Staff FTE Positions (Classified & Unclassified)
- No additional required attachments, unless desired

### Faculty Research Grant/Time-Limited (RGP/TL) Positions
- Curriculum Vitae
- If requested through posting – a minimum of 3 signed recommendation letters on letterhead

### Staff Research Grant/Time-Limited (RGP/TL) Positions
- No additional required attachments, unless desired

### Adjunct Faculty Positions
- No additional required attachments, unless desired

### Temporary Staff Positions
- No additional required attachments, unless desired

### Complete Application in PeopleAdmin (with Required Attachments Listed)
- Signed Offer/Acceptance Letter
- Attestation of Hiring Process Form
- If provided from an outside source – a minimum of 3 signed recommendation letters on letterhead
- If hiring at rank of professor – approval letter from the Provost
- If hiring with tenure or professor, tenure-track, - approval letter from the President and the Board of Trustees (BOT)
- If post-TERI/post-retirement employee – approval letter from appropriate authority

### Complete Hiring Proposal in PeopleAdmin (with Required Attachments Listed)
- Hire Above Minimum (HAM) Approval, if applicable
- Signed Offer/Acceptance letter
- Attestation of Hiring Process Form
- If post-TERI/post-retirement employee – approval letter from appropriate authority

### Complete Onboarding in PeopleAdmin
- Assigned by HR Operations or ISFS