I. Policy

This policy describes the uniform system for filling vacant classified, research grant, time-limited, and unclassified staff positions within the University of South Carolina. The University does not discriminate based on race, color, national origin, sex, age religion, disability, sexual orientation, or veteran status.

A. The appointment, reassignment, and promotion policy of the University of South Carolina is designed to ensure that:

1. Qualified applicants receive full and fair consideration for employment. This University does not discriminate based on race, color, national origin, religion, sex, age, disability, sexual orientation, or veteran status.

2. Current employees are provided an equal opportunity to explore and seek other positions for career advancement.
3. Qualified applicants are recruited and referred to departments with listed vacancies.

4. Vacancies are filled by those applicants who are best suited to perform the duties and responsibilities of the positions.

5. Position advertisements comply with the Americans with Disabilities Act.

B. Responsibility for Administration

1. The USC Division of Human Resources is responsible for administering the policy on appointment, reassignment, and promotion of classified, research grant, time-limited and unclassified staff employees.

2. On the Columbia campus, the Employment Office is responsible for recruitment, advertising, testing as applicable, and background checks.

3. On the regional and senior campuses, the campus Human Resources Officer is responsible for recruitment, advertising, testing as applicable, and, if not using the on-line system for screening.

C. Vacant positions will be filled through open recruitment conducted by the Employment Office on the Columbia campus, or the campus Human Resources Officer on regional and senior campuses, except as follows:

1. when a position can be filled from existing employees within the organizational unit in which the vacant position resides. In those cases, an employee may be promoted one organizational level above the employee’s former level. This does not apply to positions at the Vice President level or higher. The Division, School, College or campus may require internal approvals for these exceptions and the employee must be qualified for the position.

2. when an employee is reassigned within a Division, School, College or campus.

3. when an employee is reassigned for reasons related to the ADA, or other extenuating circumstances which the Division of Human Resources approves.

4. when an employee, in lieu of a Reduction in Force, is moved to a vacant position.

5. when an employee is demoted for disciplinary or performance reasons to another position.

6. when the position is an athletic coach or an unclassified employee in the athletic department.
D. No one will be appointed to a position because of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status.

E. Discrimination in employment on the basis of age is prohibited except where specific age requirements are stipulated by law or regulation.

F. The University hires only U.S. citizens or individuals who are legally authorized to work in the United States. Appropriate verification of eligibility is required. USC participates in the federal E-verify program.

G. An applicant appointed to a classified position must meet minimum training and experience requirements of the position.

H. New appointments will be made at the minimum salary for the advertising rate unless the applicant's qualifications for the position exceed the minimum requirements of the position.

J. Interviewing for Reassignment or Promotion
A current University employee may be given reasonable time away from the job to interview for another University position if arrangements are made in advance with the supervisor. If such arrangements are not made, the employee should use appropriate leave.

K. Minimum Age Requirements
1. Persons under the age of 18 may be employed only upon the approval of the campus Human Resources Officer on the regional and senior campuses or the Employment Manager on the Columbia campus.

2. Employment laws cover a variety of prohibitions related to the minimum age of workers, depending upon the nature of the work, the degree of hazard and the requirements of special occupations. Questions about child labor laws should be addressed to the Employment Manager on the Columbia campus.

II. Procedure
A. Recruitment
1. The recruitment of classified, research grant, time-limited or unclassified staff employees is the responsibility of the USC Division of Human Resources through the Employment Office on the Columbia campus and through the Human Resources Officers on the regional and senior campuses.
2. Recruitment for and appointment to classified positions covered by this policy will be undertaken only for positions which have been approved, budgeted and classified. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.

3. Recruitment Sources

The Columbia Campus Employment Office and campus Human Resources Officers use a variety of recruitment sources to attract a broad range of qualified applicants. These sources may include but are not limited to:

a. Vacancies from all USC campuses are advertised on USC Jobs at \textit{http://uscjobs.sc.edu}. Job openings and closings are updated daily. Applicants may check the status of their applications online.

b. In addition to advertising on USC Jobs, departments may advertise in journals, newspapers, online, and specialty publications.

c. The South Carolina Human Resources Division advertises vacancies from all state agencies at \textit{http://www.jobs.sc.gov}.

d. Information about vacancies is shared with colleges, universities, professional schools, placement agencies and community organizations.

B. Advertising Positions

1. All vacant positions covered by this policy must be advertised on USC Jobs, the University’s online application system except where noted in Section I.C. Vacancies must be filled with applicants who apply through USC Jobs.

2. Due consideration must be given to all qualified applicants who apply through USC Jobs.

3. The department must notify the Employment Office of advertisements placed outside of USC Jobs and have the wording of such advertisements reviewed and approved by the Employment Office.

4. Departments send a requisition to USC Jobs to the Division of Human Resources, Office of Salary Administration. Salary Administration reviews the requisition and verifies that the position has been established and/or vacated and that the training and experience required by the department is consistent with the duties and the classification level of the job.

5. Positions must be advertised initially for at least five working days. During the
USC holiday break, five working days will be counted using the holiday calendar as observed by state government.

6. If training and/or experience requirements change after the position has been advertised, the position description must be updated through the online system and advertised for five working days with the new requirements with the same holiday exception in II.B.5.

7. All advertisements must carry the statement that the “University of South Carolina is an Affirmative Action/Equal Opportunity institution. Women and minorities are encouraged to apply.”

C. Receipt of Applications

1. Applicants must complete an online application to be considered for a position. Applications must be received by the posted closing date.

2. Applications for employment, letters of application, resumes, oral or written inquiries, e-mails, or placement credentials received directly by departments are not valid applications for employment and will not be retained or considered for future vacancies.

D. Screening of Applications

1. Screening of applications is conducted through the USC Jobs on-line system on the Columbia campus and the campus Human Resources Officer on the regional and senior campuses unless they choose to use the on-line system as well.

2. Applications are screened against the advertised minimum qualification requirements. Applicants who do not meet the advertised requirements will not be referred to the department for consideration and cannot be hired.

3. In addition to the minimum requirements, preferred qualifications may be used as an additional screening tool to assist in selecting the best candidate for the position.

E. Referral to the Hiring Department

1. The applications of those who meet the advertised requirements will be sent to the hiring manager.

2. Hiring officials should interview only those applicants who meet the minimum requirements. For the regional and senior campuses, these applicants are referred by the campus Human Resources Officer, unless they have chosen to use the on-line system.
F. The Departmental Interview

1. The interview provides information about the specific duties and responsibilities of the position and provides applicants the opportunity to describe their qualifications.

2. Information solicited from an applicant during the interview or through a reference check must be relevant to the duties and responsibilities of the position without reference to race, color, national origin, sex, age, disability, sexual orientation, or veteran status.

3. When interviewing an applicant, the hiring official must take special care to interview the candidate in a professional manner, and must avoid unlawful and inappropriate questions. It is recommended that an interview team be established to conduct the interviews.

4. A reasonable number of applicants referred by the campus Human Resources staff or Employment Office Officer must be interviewed. Those interviewed should be the most qualified of the applicants referred.

5. When the finalists have been determined, job reference checks and background checks must be conducted in accordance with the University’s Job Reference and Background Checks Policy HR 1.90.

G. Selection

1. On all campuses, the administrative head of each department has the authority, responsibility and accountability for the selection of employees.

2. The person to whom the position is offered must be selected only from those applicants who meet the minimum qualifications and are referred by the campus Human Resources Officer for the senior or regional campuses, if applicable.

3. The offer must be made on the basis of the person’s qualifications to perform the duties of the position.

4. No applicant should be selected solely on the basis of race, color, national origin, religion, age, sex, disability, sexual orientation, or veteran status. However, when selecting from among similarly qualified applicants for a position in a department or job category in which women or minorities are underutilized, the University's affirmative action goals should be considered as one factor in the selection process.
5. The department must inform the Employment Office staff or campus Human Resources Officer when an offer has been made and when the vacancy has been filled. For those who applied for the position, notice that the position has been filled will be on USC Jobs. However, the department should notify candidates who are interviewed for the position that another candidate was chosen.

6. Selection decisions are subject to review by the Executive Assistant to the President for Equal Opportunity Programs or Campus Affirmative Action Officer. Selection decisions may be subject to review by the South Carolina Human Affairs Commission, the Equal Employment Opportunity Commission, the Department of Labor, the Office of Federal Contract Compliance Programs, and the Office for Civil Rights.

H. Post-Selection Procedures

1. For all new hires, please refer to the Hiring checklists on the Division of Human Resources website located at http://hr.sc.edu/forms.html.

2. For an internal candidate who is being reassigned or promoted into a position please refer to the Division of Human Resources website for further information.

3. The department must electronically dispose of all remaining applications on USC Jobs before the hiring documents can be processed by the Employment Office.

III. Reason for Revision

This policy has been updated to reflect the utilization of the on-line system in qualifying applicants for the position.