The following user types can create a Hiring Proposal:

- Initiator
- Department HR Contact
- College/Division HR Contact

1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting. Select the Postings drop-down menu and select Faculty FTE.

2) Search for the posting for which you would like to create a Hiring Proposal.

3) Click either the Job Code Title or Advertised Title of the position to enter the Posting.
4) Click on the Applicants tab within the posting.

5) Click on the blue hyperlink of your final applicant’s name to open the application or on the action button to view the application.
   • The applicant must be in the status of Recommend for Hire to proceed through this process. See the Applicant Reviewer job aid for additional information on moving applicants through the workflow.

6) Review the application closely with special attention to the General Information Section as follows:

   **Review Prospective Non-U.S. Citizen section.**

   - If an applicant answered No to US Citizen be sure to consult with HR-OIS for guidance. **DO NOT assign onboarding for candidates who answer**
‘no’ to being a US Citizen, regardless of their response to the sponsorship question.

- **Check if the applicant is a current employee.** This will determine the Action Type that is selected on the Hiring Proposal.
- If yes, the Action Type may be transfer, reassignment, promotion, or demotion.
  
<table>
<thead>
<tr>
<th>Are you presently employed by the University of South Carolina in a non-student employment category?</th>
<th>Yes</th>
</tr>
</thead>
</table>

- If no, and the employment history does not reflect past USC employment, the Action Type is New Hire. If no, and the employment history reflects past USC employment, the Action Type is Rehire.
  
<table>
<thead>
<tr>
<th>Are you presently employed by the University of South Carolina in a non-student employment category?</th>
<th>No</th>
</tr>
</thead>
</table>

- When reviewing the application, you may find it helpful to generate a Combined Document. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letters.

7) Click the Start Faculty FTE Hiring Proposal link on the right at the top of the page.
8) A new screen will appear showing the applicant’s name and the posting’s internal title. Select the Start Faculty FTE Hiring Proposal to enter the Hiring Proposal section or select Cancel if this was started in error.

9) **Candidate Information:** You will be directed to the Hiring Proposal Screen. Information from the application and posting will transfer over automatically to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in **RED**.

10) Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found in HCM or by reaching out to your assigned Service Team. If no USC ID, enter N/A. Click Save & Continue to proceed.
11) **Position to be Filled**: In the Position to be Filled Screen, select the correct Official Hiring Title from the drop-down menu. This must be accurate as this is the job code/title that feeds into HCM.

![Position Information](image)

12) Select the Work/Tax Location Code from the drop-down menu. This is important as it will be the employee’s tax location in HCM so be sure to enter the state where the work is being performed.

![Work Location/Tax Location Code](image)

13) Click the Add PeopleSoft Funding Entry to add funding information.
14) Complete all fields that are marked with an asterisk. When done, click the Add PeopleSoft Funding Entry and then click Save & Continue to proceed.

- If more than one fund # associated with the salary of the faculty FTE, select Add PeopleSoft Funding Entry.

**Job Offer Information:** In the Job Offer Information Screen, complete all of the fields shown that are marked with an asterisk.
**Action Type Definitions:** Please make sure the correct Action Type is selected.

- **New Hire:** a candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Rehire (Less than 1 year):** 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. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Rehire (Greater than or equal to 1 year):** a candidate who previously worked at USC but has had a break in service more than or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Promotion:** the assignment of an employee from one position to a different position having a higher title or, for unclassified positions, having a higher rate of pay.

- **Demotion:** the assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee’s job duties also are decreased for nonpunitive reasons.

- **Reassignment:** the movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification.

- **Transfer – Position Type Change:** Use this for an existing USC employee changing position types. Example - A current RGP employee moving to an FTE position should be coded as a transfer.
15) The next sections are for Background and Drug Screenings and Background Screening Funding. These questions, some of which pull from the job posting, are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver’s License, Professional License Verification, and PreEmployment Drug Screening will be selected based on the Position Type and the minimum qualifications. Click Save & Continue to proceed.

16) Those who initiate the hiring proposal must list the Funding string to be charged for the background screening services. Click Save & Continue to proceed.
17) **Pay Information:** The Pay Information screen houses the Pay Basis, Pay Type, Pay Rate, and Hours per Week. These fields are vital in ensuring accurate compensation. All FTE, RGP and TL employees have a basis reflective of the number of months in the appointment period and have a pay type of salary. Refer to the Selecting Pay Basis, Pay Group and FLSA Status in PeopleAdmin guide. Ensure all fields are correct. Click Save & Continue to Proceed.

18) **Prospective Non-U.S. Citizen:** The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. If hiring a non-U.S. citizen, regardless of visa status or sponsorship need, you must work in conjunction with the HR Office of International Services (HR OIS). If not an international hire, skip this tab completely. Click Save & Continue to proceed.

19) **Hiring Certification:** In the Hiring Certification Screen, click Yes or No from the dropdown to certify the candidate meets the minimum qualifications for the position. Click Save & Continue to proceed.
20) Hiring Proposal Documents: In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the faculty FTE position type. Reference the Hiring Proposal Documents by Position Type matrix.

- Provost approval is required, if hired at rank of Clinical Professor or Research Professor.
- President approval is required for hire at the rank of Professor.
- Board of Trustees approval is required for hire with tenure (only applicable for Associate Professor and Professor ranks).

Note: The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. Refer to the Offer Letter Template Descriptions resource to ensure you are utilizing the correct template.

- Click on the desired template to have it generate in your internet browser window. Copy and paste the contents of the template into a word document and edit all portions of the template with [ brackets ]. Be sure to print the offer on departmental letterhead or utilize electronic letterhead.
- Documents can be attached by choosing the correlating Actions link and choosing Upload New. Documents can be removed by choosing Unassign.
21) To attach a document to the Hiring Proposal, click the Actions drop-down menu and select the applicable choice. Click Save & Continue at the bottom of the screen to proceed to the next page.

22) Hiring Proposal Summary: 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.

- Hiring Proposals must have at least two levels of approvers and they must not be the same person.
- All faculty FTE hires on the Columbia campus must be approved through the Provost’s Office (workflow state of Academic Affairs).
23) To move the Hiring Proposal through the workflow, change hiring proposal action to Offer Accepted/Create Onboarding*. This will transition the Hiring Proposal to HR Operations.

**Note:** If the verbal offer is not accepted, you will select Offer Declined, or if the Hiring Proposal is canceled, select Cancel.

24) Create the Onboarding Event for New Hires and Rehires (greater than or equal to 1 year). For rehires (Less than 1 Year) and other actions, such as promotion no onboarding is required. **All non-U.S. citizens will have the onboarding checklists assigned by the HR Office of International Services (HR OIS) so that they may assist the candidate with completion of the assigned tasks.** The campuses will assign international checklists to their new hires.

- The First Name, Last Name, and Personal Email will populate from the hiring proposal.
- Personal email address is a unique identifier between Applicant Tracking and Onboarding. It is important that you do not edit this data element.
Creating a Hiring Proposal & Onboarding Events
Faculty FTE

- Select the employee’s supervisor from the dropdown.
- In the Checklists field, click Select the Faculty Pre-Hire Tasks Option from the drop down of checklists. This task list contains critical information to hire the employee into the HR and Payroll system and all employees’ tasks must be completed so the employee can be hired prior to their arrival at USC. Remember to not assign International Faculty Pre-Hire Tasks (Columbia campus).
- Enter Due Date: Generally, we recommend the due date be the same as the employee's hire date.

25) **For new hires and rehires greater than 1 year a new I-9 is required.** Log into I9 Advantage, select Section 1 email and send a request to the new employee to complete Section 1 of their I-9. If you have an opportunity to complete Section 2 of the I-9 prior to the employee’s effective date of hire, we encourage you to do so; otherwise, please ensure Section 2 is completed within 3 days of the hire date. If hiring a non-U.S. citizen, HR OIS prefers to initiate the I-9 in the vast majority of cases due to variable arrival and work permit validity dates.

Remember, the candidate **must complete** the Critical New Hire Onboarding Tasks to facilitate entry in the HR/Payroll System. Refer to Managing Onboarding Checklists & Viewing Employee Files.
26) 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 Pending Validation.
- If rejected, you will receive an email notification with specific comments to take action on the Hiring Proposal. In addition to the email notification, the History tab will show Performed Edit Requested with the comments.
- Make the edits and select Edit Completed to return it to Offer Accepted/Create Onboarding. Do not create onboarding again, as the employee will receive duplicate checklists.

Remember, PeopleAdmin approval is step one of the process. The hire must be validated in HCM before the employee will appear with an active or future dated hire in the system.