

OVERVIEW

Next Steps are designed as a roadmap for hiring managers to navigate through the hiring process.

✓ **Decide on the Use of a Search Committee**

Search committees or interview panels can be helpful in the hiring process to choose the best candidate. A diverse panel helps hiring managers ensure a good selection is made by having input from other professionals with knowledge of the university and the actual job.

During this step, you will also want to check to see if there are any conflicting relationships between the candidates, the hiring manager or any members of the search committee. The types of conflicting relationships are listed on the second page of the [Attestation Hiring Process Form](#).

✓ **Screen Candidates**

[USC Jobs](#) has screened applicants based on their self-answered qualifying questions. Hiring managers must carefully review applications to ensure that candidates chosen for interview meet the minimum requirements and that their experience is relevant. **If a non-U.S. citizen is selected as a finalist, please contact [Office for International Scholars](#) before inviting the candidate to campus for an interview.** [Basic guidelines for screening applicants](#) can assist you with this [process](#). Candidates who do not meet the minimum requirements **MUST NOT** be interviewed.

✓ **Interview Candidates**

When interviewing candidates, ensure you have predetermined job related questions with a [rating guide](#). You may want to review [interview tips](#) when you are ready for this phase.

✓ **Check References**

As the hiring manager, you are responsible for checking references. It is best to call references and ask job related questions. Refer to [checking references](#) for additional information, a [reference check form](#) is available to assist you with this task.

✓ **Make Recommendation to Department Head**

Consider crafting a memorandum or completing a [justification form](#) to present to the department head or manager as to why the candidate was chosen.

✓ **Secure Salary Approval Through Creating a Hiring Proposal**

If the proposed salary is above the advertised hiring rate, complete the [Hire Above Minimum \(HR27\)](#) form and submit it with the application to your department's HR Contact. The HR Contact can receive [approval from Classification and Compensation](#) before an offer of employment is extended.

Guide to Hiring **NEXT STEPS...**

✓ **Initiate Background Check**

Please see information regarding Background Checks on the [Division of Human Resources website under Manager's Role.](#)

✓ **Assign Onboarding Checklist**

The onboarding checklists will need to be assigned based upon your College/Division or Campus. Please contact your College/Division or Campus HR Contact to determine who assigns the checklists in onboarding. You can find what checklist should be assigned and what should be included in the hiring proposal [here](#).

✓ **Dispose Applicants in USC Jobs Online System**

The department must be electronically disposed of all remaining applicants on USC Jobs before the posting can be marked "Filled."

- Change the status of the applicant selected for the position to "Recommend for Hire" in order to be able to start the hiring proposal. **** Please do not move applicants to "Special Hire." Applicants that are selected for hire must be moved through the dispositions to show they were interviewed.**
- Change the status of all applicants not selected for an interview to "Not Interviewed, Not Selected – Email at Filled" or "Not Interviewed, Not Selected – Email Now." Select a reason.
- Change the status of all applicants interviewed to "Interviewed, Not Selected – Email at Filled." Select a reason.

****Cancel Posting**** – If it is decided the position will not be filled and needs to be cancelled, please contact the Office of Talent Acquisition to cancel the posting.