If you recruit from a world-wide talent pool for faculty, contact the Office for International Scholars (OIS) for guidance. This guide is intended to supplement other hiring proposal guides, specific to position type.

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

2. Consult with OIS for guidance on the position description (PD) before submitting it in PeopleAdmin for Classification and Compensation (Class & Comp) approval.

3. Create the posting in PeopleAdmin.
4. If an international applicant is identified in the applicant pool, contact OIS for further guidance. Below are examples of scenarios in which you will need to contact OIS.

a)

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a United States citizen?</td>
<td>No</td>
</tr>
<tr>
<td>Do you now or will you in the future require employer sponsorship to work in the United States?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

b)

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</tbody>
</table>

5. For faculty full-time equivalent (FTE) candidates who are invited for an on campus interview, coordinate a meeting with OIS during the visit to perform the following:
   - Review Visa status and history
   - Identify barriers, if any
   - Discuss immigration processes

6. OIS will consult with the hiring department.

7. Once the candidate is selected and moved to recommend for hire, start the HiringProposal.
8. The next section is for Background and Drug Screenings. These questions are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver’s License, Professional License Verification, and Pre-Employment Drug Screening will be selected based on the Position Type and the minimum qualifications. Minimum qualifications is unable to be altered by departments. Those who initiate the hiring proposal must list the Department/Fund Number to be charged for the screening services. The only screenings not required are for candidates with a break in service less than 4 months being hired into the same position. Funding information will be required, but if a re-hire has a break less than 4 months enter N/A is the funding section.

![Background Screenings](image-url)
9. 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 OIS for review and approval.

10. OIS will review, suggest revisions as needed, and return the edited offer letter to the hiring department via email with additional instructions.

11. 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.
12. When the offer has been made and accepted, upload the Signed Offer and Acceptance Letter to the Hiring Proposal Documents, then move the Hiring Proposal through the workflow to Offer Accepted/Create Onboarding*. This will transition the Hiring Proposal to HR Operations. Once approved, you will be notified that the Hiring Proposal is at the status of Hire Approved.

* All international new hires at the Columbia campus will have the onboarding checklists assigned by OIS so that they may assist the candidate with completion of the assigned tasks. The other campuses will continue to assign International checklists to their new hires.
PeopleAdmin Quick Reference Guide
International New Hires
Columbia Campus

OIS Office Only Instructions – USC Columbia New Hires

1. Click Create Onboarding Event.

2. Complete the Select Onboarding Checklist:
   - The First Name, Last Name, Personal Email, Street Address and Zip 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.
   - Employee ID = USC ID. A current or former employee of USC has an opportunity to enter this information on their application. If it is on their application, please be sure to add it to the Employee ID field. This is a unique identifier between Applicant Tracking and Onboarding. Do not enter N/A or any other value, except the USC ID (if the employee has one.)
   - Select the employee’s supervisor from the dropdown.
   - Change the department to OIS Onboarding – this is important for workflow purposes
   - In the Onboarding Checklist field, click Select Some Options from the drop down of checklists.
Select Columbia International Critical Checklist. This information contains critical information to hire the employee into the HR and Payroll system.

Select the appropriate position specific checklist (e.g. Faculty FTE New Hire Tasks, or RGP/TL New Hire Tasks). Refer to the Onboarding Checklists Matrix, if you are uncertain which checklists to assign.

Enter due date: Generally, we recommend the due date be the same as the employee’s hire date.

Log into I-9 Advantage, select Section 1 email and send a request to the new hire 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.

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.

3. 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.

4. OIS will meet with the international employee to facilitate the new hire onboarding tasks, including a face-to-face meeting with the USC Benefits Office.