

Rehire – Less Than 1 Year & Other Actions Checklist/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.

	Complete Application in PeopleAdmin (with Required Attachments Listed)	Complete Hiring Proposal in PeopleAdmin (with Required Attachments Listed)	Complete Onboarding in PeopleAdmin
Faculty FTE Positions	<ul style="list-style-type: none"> Curriculum Vitae If requested through posting – a minimum of 3 signed recommendation letters on letterhead 	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Assigned by HR Operations or OIS
Staff FTE Positions (Classified & Unclassified)	No additional required attachments, unless desired	<ul style="list-style-type: none"> Hire Above Minimum (HAM) Approval, <i>if applicable</i> Signed Offer/Acceptance letter Attestation of Hiring Process Form 	<ul style="list-style-type: none"> Assigned by HR Operations
Faculty Research Grant/Time-Limited (RGP/TL) Positions	<ul style="list-style-type: none"> Curriculum Vitae If requested through posting – a minimum of 3 signed recommendation letters on letterhead 	<ul style="list-style-type: none"> Signed Offer/Acceptance Letter Attestation of Hiring Process Form 	<ul style="list-style-type: none"> Assigned by HR Operations or OIS
Staff Research Grant/Time-Limited (RGP/TL) Positions	No additional required attachments, unless desired	<ul style="list-style-type: none"> Hire Above Minimum (HAM) Approval, <i>if applicable</i> Signed Offer/Acceptance Letter Attestation of Hiring Process Form 	<ul style="list-style-type: none"> Assigned by HR Operations or OIS
Adjunct Faculty Positions	No additional required attachments, unless desired	<ul style="list-style-type: none"> ACA Calculation Worksheet Signed Offer/Acceptance Letter 	<ul style="list-style-type: none"> Assigned by HR Operations or OIS Benefits to monitor for insurance/retirement and assign as appropriate
Temporary Staff Positions	No additional required attachments, unless desired	<ul style="list-style-type: none"> ACA Calculation Worksheet Signed Offer/Acceptance Letter If special contract position – Special Employment Contract 	<ul style="list-style-type: none"> Assigned by HR Operations or OIS Benefits to monitor for insurance/retirement and assign as appropriate
External Dual	No additional required attachments, unless desired	<ul style="list-style-type: none"> Dual Employment Request Form 	<ul style="list-style-type: none"> Retirement assigned by HR Operations