Quick Hire Process for Rehires
Adjunct Faculty/Temporary Staff/External Duals
(No PD)

If an adjunct faculty/temporary staff/external dual candidate has already been hired in PeopleAdmin, then you can rehire them through PeopleAdmin. A candidate cannot re-apply to the same posting from the previous appointment; therefore, if an adjunct faculty/temporary staff/external dual employee was initially hired in PeopleAdmin 7.0 (implemented June 27, 2017), a new [quick hire] posting is required. However, for your convenience, you can use the original [quick hire] posting as a template to automatically copy information into the new posting.

The following user types can initiate actions:

➢ Initiator
➢ Department HR Contact
➢ College/Division HR Contact

1. Go to the Applicant Tracking Module, using one of the above user types.

1. Click on the Postings tab and choose “Adjunct/Temporary.” For External Duals, the adjunct/temporary will be chosen.

2. Click “Create New Posting” in the upper right-hand corner.
3. A pop up will appear asking, “What would you like to use to create this new posting?” Click “Create from Posting.” This will allow you to create the posting from an already existing posting.

4. You can search for the posting in which you are rehiring the adjunct faculty/temporary staff by entering data in the Search field or by selecting the Classification Title or Internal Title in BLUE.

5. Click “Create Posting from this Posting” in the upper right-hand corner.
6. The previous information that was entered will default into the Posting Information. This can be edited if needed.

7. Click “Create New Posting” in the bottom right-hand corner.

Note: The URL for your school is optional and not required for quick hires.

8. The Posting Summary will default to what was previously in the posting. Verify that the information, including the salary, is still accurate. If not, edit the fields.

- Enter the actual number of vacancies or the verbiage “multiple vacancies” in the Vacancy field if more than one candidate will be hired from the quick hire. Once all vacancies have been filled, please contact the Office of Talent Acquisition so that the position can be moved to the workflow status of “filled.”
- The Desired Start Date and Job Open Date will need to be modified.
- The HR Contact field will need to be completed.

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➢ Enter the name(s) of whomever will move the applicant to “Recommend for Hire” as an Applicant Reviewer. You will need to enter your own name if you are to move the applicant to “Recommend for Hire.”
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9. Click either “Next” at the bottom or top of the Posting Details Screen to save your data and route it to the Position Attributes Screen.
10. If the position is essential during hazardous weather, select “Essential.” If not, select “Non-essential.”

11. If the position is a safety/security sensitive position or requires a CDL, select “Yes.” If not, select “No.”

12. Click either “Save” or “Next” at the bottom or top of the Position Attributes Screen to save your data.

13. After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.
14. If the user is the Initiator, please follow your internal business process for further routing and submit the posting for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit it to “Application Link (move to Quick Hire).” If the user needs to continue working, please select “Keep working on this Posting.”

15. Once the posting has been moved to the Quick Hire status, a message will appear at the top of the screen:

Posting: Sr. Project Manager III (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at [http://sc-sb.peopleadmin.com/postings/19704].

16. Copy and paste the internal posting link into an email and send it to the applicant so they may access the posting and apply. This position is not posted externally for all to see. Only applicants who are sent the internal link can apply to the position. See circled link above.
17. The applicant will click on the link in the email. Since this is a rehire, the applicant will need to select log in to access their account. The applicant will need to review the application, making edits where necessary. Once the application is up to date, the applicant will need to certify and submit the application. The applicant may email you when he/she has completed the application, or you can access the posting in PeopleAdmin to see if he/she has applied.

18. Log back in or change the role to “Applicant Reviewer.” Only Applicant Reviewer role can move the applicant to Recommend for Hire. Click on “Adjunct/ Temporary” under the Postings Section of the Applicant Tracking Module.

19. Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number, or by choosing the Classification or Internal Tile that is shown in BLUE.
20. A new screen will appear showing the posting.

21. The Applicant Reviewer will click on the Applicants tab.

22. A list of the applicant(s) will appear. Choose the applicant’s name in **BLUE** that you wish to hire for the Quick Hire - Rehire.
23. The job application for the person you are rehiring will appear.

24. As the Applicant Reviewer, you will choose “Take Action On Job Application” and choose “Quick Hire (Move to Recommend for Hire),” and click “Submit.”
25. To begin the Hiring Proposal, the user must be logged in as either the:
   - Initiator
   - Department HR Contact
   - College Division

26. Since this position does not have a position description, choose “Start Adjunct/Temp Hiring Proposal (No Position Description).”

27. A new screen will appear. Select “Start Adjunct/Temp Hiring Proposal (No Position Description).”

Starting Adjunct/Temp Hiring Proposal (No Position Description)

Applicant: Tom Brady
Posting: Sr. Project Manager III

Warning: This Applicant already has a Hiring Proposal in process.

28. The Hiring Proposal will appear. Scroll down and complete the USC ID field in the Candidate Information Screen. Since this is a rehire, you should already know the USCID.

29. Click either “Next” at the bottom or top of the Candidate Information Screen to save your data and route it to the Position to be Filled Screen.
30. In the Position to be Filled Screen, select the appropriate Fair Labor Standards Act (FLSA) status of exempt or non-exempt.

Practice physicians, practicing attorneys and teachers (adjunct faculty) are considered exempt and do not require a position description.

If it is a hourly position, then select non-exempt.

31. Select the correct home department from the home department dropdown field.

32. Enter the required funding information. Click the “Add Funding Information Entry” button should you need to add additional funding. Items with RED asterisks are required.

33. Click either “Next” at the bottom or top of the Position to be Filled Screen to save your data and route it to the Job Offer Information Screen.
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- In the Job Offer Information Screen, complete the following fields shown. Items with RED asterisks are required. Since this is a rehire action, you will select either Rehire (Less than 1 Year) or Rehire (Greater than or Equal to 1 Year) based on the employee’s length of separation from USC. For External Dual, you will either choose External Dual – New Hire, External Dual – Rehire Greater Than or Equal to a Year, or External Dual – Rehire Less Than a Year. Definitions have been added to clarify the difference between new hires and rehires.

### Hiring Proposal Information

- **Action Type**
  - Please select

- **Start Date**
  - This field is required.

- **End Date**
  - This field is required.

- **Salary or Hourly Rate**
  - This field is required.
  - If hourly rate, enter rate per hour, e.g., $10.00/hr

- **Hours Per Week**
  - This field is required.

- **Hours Per Year**
  - This field is required.
  - Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.

- **Employee’s Building/Room**
  - This field is required.

- **Campus Phone**
  - This field is required.

- **Supervisor’s Name**
  - This field is required.
  - Enter the supervisor’s legal (first and last) name

- **Supervisor’s Social Security Number**
  - This field is required.

- **Check Distribution**
  - This field is required.

- **Timecard Distribution**
  - This field is required.

- **If as the Initiator you do not know the supervisor’s social security number, you may enter N/A in the supervisor’s social security number field. The College/Division HR Contact will be expected to enter the supervisor’s social security number at the time of his/her review. If not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.

- **If the Initiator or Department HR Contact is not aware of the check distribution or timecard distribution number, then each college/division may need to create a job aid to assist in completing these fields. If the distribution fields are not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.**

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34. Click either “Next” at the bottom or top of the Job Offer Information Screen to save your data and route it to the Prospective Non U.S. Citizen Screen.

35. The Prospective Non U.S. Citizen Screen is to be utilized and completed ONLY if an international applicant has been recommended for hire as an adjunct faculty or temporary post-doctoral fellow. If you are rehiring an international, you are to continue to work in conjunction with the International Support for Faculty and Staff Office.

Please select whether the appointment at the time of hire will have access to USC Insurance, if this is applicable.

- United States Citizen
  - Yes
  - No

- Requires employer sponsorship to work in the United States
  - Yes
  - No

- Does this appointment include access to USC Insurance?
  - Yes
  - No

- If no, will department purchase alternate coverage for appointee?
  - Yes
  - No

- What is the expected length of employment or stay at USC?
  - Please select

- If the employee is not an international faculty, please select “No” for the required question.
- If the employee is a temporary staff, please select “No” for the required question.

36. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route it to the Hiring Proposal Documents Screen.
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In the Hiring Proposal Documents Screen, the only required documents to be attached are the Signed Offer/Acceptance Letter and the ACA Calculation Worksheet. Only one attachment can be made to each document type. If you are uploading multiple documents, these will have to be saved together as one batch. For External Duals, the only required document to attach is the Dual Request Form.

The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. External Duals do not require offer letter since external dual signs the Dual Employment Request Form.

The ACA Calculation Worksheet can be found in the HR Toolbox, under PeopleAdmin Upgrade.

Documents can be attached by choosing the correlating Actions link and choosing “Upload New.” Documents can be removed by choosing “Unassign.”

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37. Click either next at the bottom or top of the Hiring Proposal Documents Screen to save your data and route it to the Hiring Proposal Summary Screen.

38. 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.

39. Once the Hiring Proposal is transitioned to “Offer Accepted (move to Offer Accepted/Create Onboarding), this will transition the Hiring Proposal to HR Operations.*

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

40. 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.
   ▶ If rejected, you will receive an email notification with comments to take action on the Hiring Proposal. Comments may also be viewed in the History tab of the Hiring Proposal. The College/Division HR Contact will need to transition the Hiring Proposal to Offer Accepted/Create Onboarding for HR Operations to review the edits.

   ▶ Once the applicant has been successfully transitioned, no Onboarding will be created if the separation from USC has been less than a year. HR Operations will be responsible for any onboarding for rehires less than a year.

   ▶ If the separation has been greater than one year, the rehire is treated like a new hire for purposes of Onboarding. Please refer to the Quick Reference Guide – New Hire Greater than One Year Matrix for more information

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