

Tip Sheet for Hiring Proposals

- USC IDs should be entered for all rehires. If you do not have the USC ID, contact HR Operations and it can be given to you.
- Verify the correct object code has been chosen.
- Enter the supervisor's legal first and last name, the supervisor's social security number and the supervisor's correct class/slot.
- Whenever a hiring proposal is returned, review the history tab section to view comments made by the HR Operations Staff. If a Hiring Proposal is returned because of errors or omissions in a document, include a comment in the comment section of the Hiring Proposal explaining that the error or omission was corrected. Your comment will expedite the Hiring Proposal more efficiently.
- If a Hiring Proposal is returned to the College/Division HR Contact, it can be returned directly to HR Operations by choosing the "Edit Completed" button.
- All full-time equivalent (FTE), research grant (RGP) and time-limited (TL) classified and unclassified staff should be routed to Classification and Compensation for salary approval **BEFORE** an offer is made to the applicant.
- Ensure all required documents are attached and the correct offer letters are being utilized before the workflow is changed to "Offer Accepted/Create Onboarding."
- The revised Attestation of Hiring Process Form is **REQUIRED** for all FTE/RGP/TL staff and faculty hires. The Hiring Proposal will be returned to you if the attestation form is not attached.
- For temporary staff/faculty, ensure the hours per year on the Hiring Proposal matches the hours per appointment on the Affordable Care Act (ACA) worksheet.