Creating the Quick Hire Posting

The following user types can create initiate actions:

- Initiator
- Department HR Contact
- College/Division HR Contact.

1) Go to the Applicant Tracking Module, using one of the above user types. Click on the Postings tab and choose Adjunct/Temporary.

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?” Select the option you would like to create the posting from. **Use the chart below to determine what your position type should be created from.**

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Create From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty</td>
<td>USC Market Title OR Create from Posting</td>
</tr>
<tr>
<td>Temporary Staff (Hourly)</td>
<td>USC Market Title OR Create from Posting</td>
</tr>
<tr>
<td>Temporary Staff (Exempt)</td>
<td>Position Description OR Create from Posting</td>
</tr>
</tbody>
</table>

- If there is a posting that was created that is identical to the posting that needs to be created, you can use the **Create from Posting Option**. If the posting is tied to an established position description, you must use **Create from Position Description**.
4) In this example, we are using the Create from Posting option. Search for and select the applicable posting.
   - If creating from an established PD, you will search for position number or title.

5) Select Create Posting from this Posting in the upper right-hand corner.

6) The following information should auto-populate based upon the posting chosen. You may edit any information as applicable.
7) The following section will list various job alert categories. Click in the box to the left of the category to select it. 

**Note:** You can select as many categories as applicable for the posting.

8) The Applicant Workflow section will have a singular field with a drop-down menu. This selection allows you to select what status is placed on an application when it is submitted. The only available option is Under Review by Department/Committee.

9) The final fields on this page include the ability to accept online applications, supporting documents, and USC market title documents. The online applications section will already be selected and has a space for you to type in any special instructions for applicants. The supporting documents box is not already selected for you like online applications. **Always** make sure to select this by clicking the box to the left of the text. Adjunct and Temporary postings require you to select an accepted application form whether it be Adjunct or Temporary. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary staff, you will need to select the USC Temporary Application.
10) Once the information is completed on the posting settings page, select Create New Posting to move forward.

11) **Posting Details:** select an appropriate logo for the posting. Select the appropriate logo by copying the URL next to the image and pasting it in the red box at the top of the page. You must copy/paste the entire link including the < and > at the start and end in order for the logo to appear.

12) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required. **If creating a posting from an established position description, some field will automatically populate based on the information in the PD.**

**Note:** The Advertised Salary Range field will accept alpha and numeric characters. If a numeric character is entered, a dollar sign will need to be added.
13) Under the Position Description section, enter text for the Advertised Job Summary, Required Education and Experience, and Preferred Qualifications. This information will be used on the job advertisement across various job boards. **If creating a posting from an established position description, Qualifications field will automatically populate based on the information in the PD.**

![Position Description](image)

14) Enter more specifics for the posting under the Posting Detail Information Section. In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses must be added. More than one applicant reviewer can be added. Once complete, click Save & Continue to proceed.

![Posting Detail Information](image)
15) **Position Attributes:** If the position is a safety/security sensitive position or requires a CDL, select Yes. If not, select No. If the position is essential during hazardous weather, select Essential. If not, select Non-essential. If creating a posting from an established position description, these fields will automatically populate based on the information in the PD. Click Save & Continue to proceed.

16) After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.
17) If the user is the Initiator in creating the quick hire posting, please follow your internal business process for routing further and submit for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit the posting to Application Link (move to Quick Hire). Once the posting has been moved to Quick Hire, a message will appear at the top of the screen.

18) 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 this position.

19) The applicant will click on the link in the email. Since this is a rehire, the applicant will need to log in to their USC Jobs account 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 to this posting. The applicant may email you once they have completed the application, or you can access the posting in PeopleAdmin to see if they have applied.
Moving the Applicant Through Workflow and Creating the Hiring Proposal

1) Change the User Group to Applicant Reviewer. Only the Applicant Reviewer role can move the applicant to Recommend for Hire. Click the Postings drop-down menu and click on Adjunct/Temporary.

2) Choose the applicable posting for which you are completing the Quick Hire. The Applicant Reviewer may choose to search by the Posting Number, or by choosing the Classification or Internal Tile that is shown in BLUE.

3) A new screen will appear showing the posting where you will select the Applicants Tab.
4) A list of the applicant(s) will appear. Choose the applicant’s name in **BLUE** that you wish to hire for the Quick Hire.

![Image of applicant list]

5) Review the application closely with special attention to the **General Information** Section as follows:

   **Review Prospective Non-U.S. Citizen section**

![Image of prospective non-U.S. citizen section]

6) If an applicant answered No to US Citizen be sure to consult with HR-OIS for guidance. **DO NOT assign onboarding for candidates who answer 'no' to being a US Citizen.**

7) When reviewing the application, you may find it helpful to generate a **Combined Document**. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letter.

![Image of PDF documents]

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8) As the Applicant Reviewer, you will choose Take Action On Job Application, Quick Hire (Move to Recommend for Hire) and click Submit. See the Applicant Reviewer job aid for additional information on moving applicants through the workflow.

To begin the Hiring Proposal, the user must change your user group to either:

- Initiator
- Department HR Contact
- College Division

9) Since this position in this example has a position description, choose Start Adjunct/Temp Hiring Proposal (Seated Position Description). If the posting does not have an associated position description, select the Start Adjunct/Temp Hiring Proposal (No Position Description) option.

10) A new screen will appear. Your position will be listed under the Selected Position Description section. A message will appear. There can only be one person in a position. Select OK.

- The selection will default to the Position Description (PD) from which this posting was created.
An applicant CAN be hired into another approved position description (with a different position number), if you are hiring multiple candidates from the same posting. Select the appropriate position description, if different than the associated position description. Select the appropriate position description by clicking in the radial button and then click the Select Position Description button in the lower left-hand corner of the screen.

11) You will receive a pop-up notification stating that if an employee is already seated in this Position Description, they will be vacated. If this is what you wish to do, select OK. If not, select Cancel.

12) The Hiring Proposal will generate. Scroll down and complete the USC ID field in the Candidate Information Screen. If a rehire, the individual already has a USC ID, you can find it in HCM Job Data. If they are a new hire, enter N/A. 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.
13) In the Position to be Filled Screen, data will be transferred over from the posting and the position description as applicable. Verify the data and make the necessary edits as needed. Complete all fields highlighted red and marked with an asterisk.

- Ensure Basis and FLSA status align. Refer to the Selecting Pay Basis, Pay Group and FLSA Status in PeopleAdmin guide.
  - FLSA status is not editable when initiating a hiring proposal for a temporary with an established position description.
- Select the Work/Tax Location Code from the drop-down menu. This is important as it will be the employee’s tax location in HCM so be sure to enter the state where the work is being performed.

14) Enter the funding information. Click the Add PeopleSoft Funding Entry button should you need to add additional funding distribution. Click Save & Continue to proceed.
15) In the Job Offer Information Screen, complete the following fields shown. Items with RED asterisks are required.

**Action Type Definitions**: Make sure the correct Action Type is selected.

- **New Hire**: a candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Rehire (Less than 1 year)**: 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. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Rehire (Greater than or equal to 1 year)**: a candidate who previously worked at USC but has had a break in service more than or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Promotion** – the assignment of an employee from one position to a different position having a higher title or, for unclassified positions, having a higher rate of pay.

- **Demotion**: the assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee’s job duties also are decreased for nonpunitive reasons.
• **Reassignment:** the movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification.

• **Transfer – Position Type Change:** Use this for an existing UofSC employee changing position types. Example - A current RGP employee moving to an FTE position should be coded as a transfer.

16) 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. Those who initiate the hiring proposal must list the Department/Fund Number to be charged for the screening services. Click Save & Continue to proceed.
17) The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. **If hiring an international, you are to work in conjunction with the Office of International Services (OIS).** If not an international hire, skip this tab completely. Click Save & Continue to proceed.

18) In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the temporary position type. Reference the [Hiring Proposal Documents by Position Type matrix](#).

- The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. Refer to the [Offer Letter Template Descriptions resource](#) to ensure you are utilizing the correct template.
Quick Hire Process
Adjunct Faculty/Temporary Staff With or Without PD

- Click on the desired template to have it generate in your internet browser window. Copy and paste the contents of the template into a word document and edit all portions of the template with [ brackets ]. Be sure to print the offer on departmental letterhead or utilize electronic letterhead.
- 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.

19) From the Summary page you can take action. 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.

20) Once the Hiring Proposal is transitioned to Offer Accepted/Create Onboarding, this will transition the Hiring Proposal to HR Operations.
   **Note:** If the verbal offer is not accepted, you will select Offer Declined, or if the Hiring Proposal is canceled, select Cancel.

21) 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.
   - If hiring with an established position description, the candidate will automatically be seated in the respective position when the Hiring Proposal is approved.
Quick Hire Process
Adjunct Faculty/Temporary Staff With or Without PD

22) **Create the Onboarding Event for Rehires (Greater than or Equal to 1 Year).** For rehires (Less than 1 Year) no onboarding is required. All international new hires at the Columbia campus will have the onboarding checklists assigned by the Office of International Services (OIS) so that they may assist the candidate with completion of the assigned tasks. The campuses will assign international checklists to their new hires.

- The First Name, Last Name, and Personal Email 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.
- Select the employee’s supervisor from the dropdown.
- In the Checklists field, click **Select the Staff Pre-Hire Tasks OR Faculty Pre-Hire Tasks** as applicable based on the type of temporary position you are hiring for. This task list contains critical information to hire the employee into the HR and Payroll system and all employees’ tasks must be completed before the employee can be hired prior to their arrival at USC. Remember to not assign International Faculty Pre-Hire Tasks (Columbia campus).
- Enter Due Date: Generally, we recommend the due date be the same as the employee’s hire date.

- **For new hires and rehires greater than 1 year an new I-9 is required.** 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.
Quick Hire Process
Adjunct Faculty/Temporary Staff With or Without PD

Remember, new hires and rehires greater than 1 year must complete the Critical New Hire Onboarding Tasks within the Pre-Hire tasks to facilitate entry in the HR/Payroll System. Refer to Managing Onboarding Checklists & Viewing Employee Files.