Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

TEMP Staff (Salaried) - Hiring Diagram

Position Request
Email the Non-FTE Request to your assigned CAS HR Manager for review and approval. Once college review is complete, you will receive an email back with the approved request.

Position Description
Once you receive approval, create/modify a position description in People Admin and transition it to College/Division HR for review and approval. Be sure to attach the approval to the PD as a supporting document. The College will approve within 5 business days and send to Class/Comp for final approval. You will receive an email from People Admin once the PD is approved.

Posting
Salaried temps can either be posted or a "quick-hire."
Quick-hire: *You know who you want to hire*.
Create a posting in PeopleAdmin and transition it to College/Division HR for review and approval. Once approved, send the quick-hire posting link to the individual you want to apply.
Posted: *You do not know who you want to hire*.
Create a posting in PeopleAdmin based on the PD and send to College/Division HR for review and approval. The College will approve within 5 business days and send to HR Recruitment for posting on the USCJobs website.

Interviews
*If you processed as a "quick-hire" you can skip this step.
If you post the job on the USCJobs website, you may want to review applicants and conduct interviews with candidates who meet the position qualifications. You are not required to conduct interviews.

Hiring Proposal
Submit a hiring proposal to College/Division HR for review and approval.
Required attachments include: signed offer letter on letterhead (PeopleAdmin template) and signed PD. The CAS HR Manager will review and transition to *Offer Accepted/Create Onboarding*.
You will assign the appropriate Onboarding tasks if needed.

Please note: OB tasks are not assigned for rehires less than a year & international hires.