RGP / TML Hiring Process

	PREPARE PD	POST POSITION	QUALIFY APPS	INTERVIEW & SELECT	PREPARE OFFER	HIRE	ONBOARD
Department (HR, Hiring Authority, Leader)	**1.** Create / revise position description (PD) **2.** Submit PD to College/Division in PeopleAdmin (PA)	**5.** Create posting **6.** Submit posting to College/Division	**11**. Review applications to verify that they meet PD minimum qualifications	**12.** Review and rate applications using rating criteria **13.** Interview selected candidates with consistent questions/format **15.** Select final candidate	**16.** Submit hiring proposal (HP) to College/Division for salary and applicant approval in PA including HAM, if needed	**19.** Extend and negotiate offer **21.** Finalize HP and assign pre-hire onboarding for US Citizens §See Step 21a **23.** Send HP to DHR for final approval	**25.** Dispose remaining applicants **26.** Instruct employee on critical, time-sensitive tasks and provide onboarding tools and resources **28.** Confirm onboarding is completed by employee and USC identity is established
College/ Division	**3a.** Review PD for accuracy and completeness **3b.** Send PD back to dept to correct or submit to DHR	**7a.** Review posting for accuracy and completeness **7b.** Send posting back to dept to correct or submit to DHR			**17a.** Review HP for accuracy and completeness **17b.** Send hiring proposal back to dept to correct or submit to DHR		
DHR	**4a.** Review PD for accuracy and completeness **4b.** Send PD back to College/Division or Approve PD (est. turnaround time based on expected date to be filled)	**8a**. Review posting **8b.** Send posting back to College/Division or Approve USCJobs posting (est. turnaround time, 3 days) **9**. Post on USCJobs for minimum of 5 days (Postdocs may be exempt from external posting as a special hire; HR 1.24)			**18a.** Review HP for minimum qualifications and equity (est turnaround time, 2 days) **18b.** Send HP back to College/Division or Approve salary and applicant	**§21a.** For Non-US Citizens - OIS assigns pre-hire onboarding **24.** Approve HP (est turnaround time varies**)	**29.** Validates Hire eForm in PeopleSoft and approves (est turnaround time, depends on completion of steps 26-28) **30.** Hire executes into PeopleSoft**
Employee		**10.** Submit application via USCJobs		**14.** Interview for position		**20.** Sign and return offer and position description **22.** Complete pre-hire onboarding tasks in PA	**27.** Complete onboarding tasks in PeopleSoft

** 3-4 days per pay period, while payroll processes, HCM does not allow Hire ePAFs to execute into system.