



Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

FTE Staff - Hiring Diagram

Position Request

Email the [FTE Staff Position Request](#) to your assigned [CAS HR Manager](#) for review and approval. If the position description will require updates, also send the [PD Modification Spreadsheet](#) with your request. You will receive an approval memo back from your HR Manager once approved.

Position Description

Once you receive approval, modify the position description in People Admin and transition it to College/Division HR for review and approval. Be sure to attach the approval memo 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

Once the PD is approved, 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. **Please note: FTE staff positions are required to be posted for a minimum of 5 business days.**

Interviews

All applicants are reviewed by the search committee. The committee may require the assistance of the unit HR representative to confirm the applicants meet the minimum qualifications. Once confirmed, the search committee conducts interviews with candidates.

Reference Checks

Conduct 3 reference checks on your finalist using the University's [Reference Check form](#).

Hiring Proposal

Submit a hiring proposal to College/Division HR for review and approval. **Required attachments include:** [Attestation of Hiring Process](#), *Pay Evaluator* (access via HCM Tile), and completed *reference checks*. Once we gain *Approval to Make an Offer*, you will extend a verbal offer to the finalist. Once accepted, your CAS HR Manager will draft and send the offer letter and PD. The signed offer and PD will be attached to the HP and transitioned 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.**