



# Arts and Sciences

## UNIVERSITY OF SOUTH CAROLINA

### Time Limited (TL) - Hiring Diagram

#### Position Request

Email [Non-FTE Request](#) form to your assigned College HR Manager for approval.

#### 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. Required attachments include: 1) the approved request and 2) required State forms (contact your College HR Manager for details). The College will approve within 5 business days and send to Class/Comp for approval. Class/Comp must then send the PD and supplemental documents to State OHR 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: all TL 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

Once reference checks have been completed, submit a hiring proposal to College/Division HR for review and approval. Required attachments include: [Attestation of Hiring Process](#), [New Hire Justification](#), completed reference checks, and [Hire Above Minimum](#) (if applicable). The hiring proposal requires several steps of system approval between the College, Dean, and Class/Comp. For **new hires**, the hiring proposal will then be returned to the unit so that it can be transitioned to Offer Accepted/Create Onboarding and the appropriate Onboarding tasks can be assigned.