



# Arts and Sciences

## UNIVERSITY OF SOUTH CAROLINA

### TEMP Staff (Salaried) - 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. 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.

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.