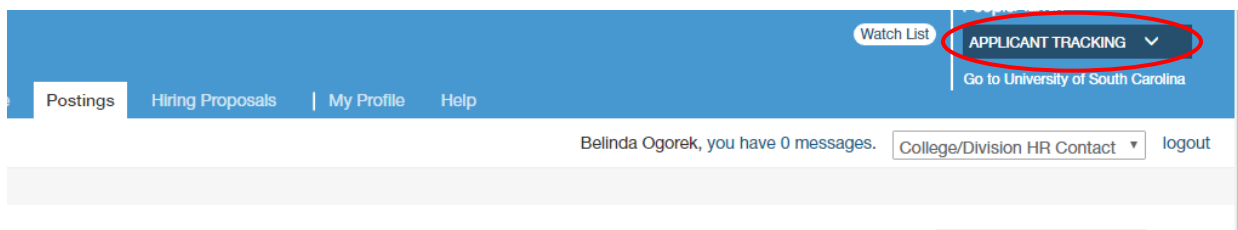# First Time Using Quick Hire Process for Rehires
Adjunct Faculty/Temporary Staff (With PD)
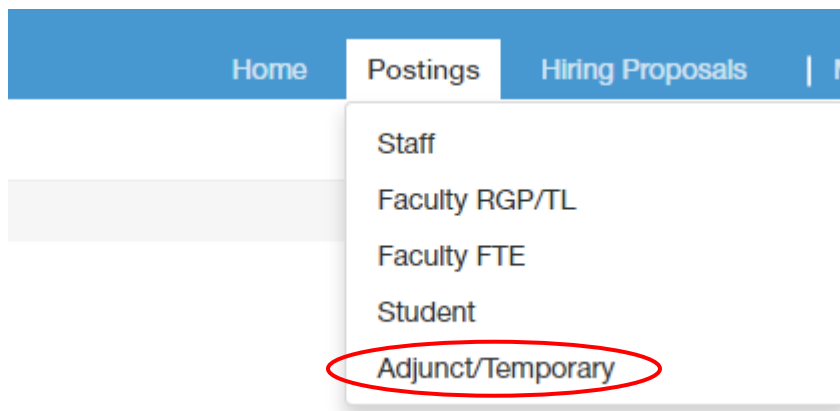Primarily used for Exempt Temporary Staff

The following user types can initiate actions:
- ➢ Initiator
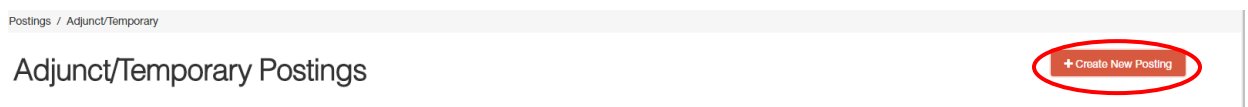- ➢ Department HR Contact
- ➢ College/Division HR Contact.

1. Go to the Applicant Tracking Module, using one of the above user types.

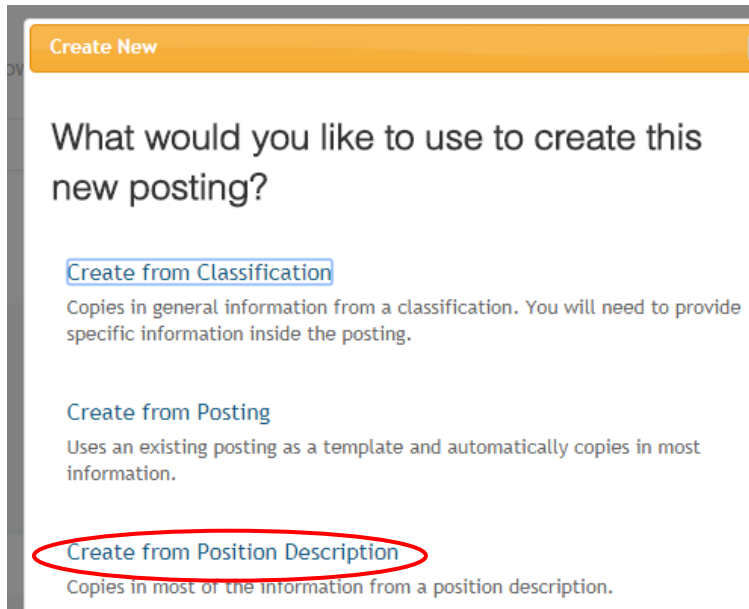2. Click on the Postings tab and choose "Adjunct/Temporary."

3. Click "Create New Posting" in the upper right-hand corner.

4. A pop up will appear asking, "What would you like to use to create this new posting?" Click on "Create from Position Description."

5. Choose the position description (PD) by clicking on the "Position Number" or "Internal Title" that is in BLUE, or enter the data in the search field and click search.

6. Select "Create Posting from this Position Description" in the upper right-hand corner.

7. The following information circled should default based upon the position description chosen. Select the correct type of application based on whether the rehire is adjunct faculty or temporary staff.

8. Click "Create New Posting" in the bottom right-hand corner.

    Note: The URL for your school *is optional and not required for Quick Hires.*

9. Complete the **Posting Summary**. Items with RED asterisk are required.

First Time Using Quick Hire Process for Rehires
Adjunct Faculty/Temporary Staff (With PD)
Primarily used for Exempt Temporary Staff

Complete the **Position Description section**. The "Advertised Job Summary" and the "Qualifications" sections don't have to be elaborate in nature. If adjunct faculty, list courses that will be taught. If temporary staff, list a short description of what they will be doing.

Position Description

* Advertised Job Summary

This field is required.

Please summarize the job purpose and duties for the advertisement of this position.

* Qualifications

This field is required.

Posting Detail Information

Number of Vacancies

* Desired Start Date

This field is required.

Proposed End Date

* HR Contact

Select an Option ▼

This field is required.

* HR Contact Phone Number

This field is required.

Applicant Reviewer Access

Select Some Options

Select all individuals authorized to manage the applicant's status.

Initiator Access

Hollins, Victoria ✕   Sandifer, William A. ✕

Job Open Date

This field is required.

Job Close Date

Open Until Filled ☐

> ➢ *Enter the actual number of vacancies or the verbiage "multiple vacancies" in the vacancy field, <u>if more than one candidate will be hired from the quick hire</u>. Once all vacancies have been filled, please contact the Office of Talent Acquisition so that the position can be moved to the workflow status of "filled."*

> ➤ *Enter the name(s) of whomever will move the applicant to "Recommend for Hire" as an Applicant Reviewer.*
> ➤ *Enter the name(s) of whomever will need access to the position description in the Initiator field.*

10. Click either "Next" at the bottom or top of the Posting Details Screen to save your data and route to the Position Attributes Screen.

11. If the position is essential during hazardous weather, select "Essential." If not, select "Non-essential."

12. If the position is a safety/security sensitive position or requires a CDL, select "Yes." If not, select "No."

13. Click either "Next" at the bottom or top of the Position Attributes Screen to save your data.
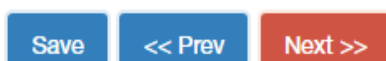
14. After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.

Editing Posting
- ✓ Posting Details
- ✓ Position Attributes
- ✓ Supplemental Questions
- ✓ Applicant Documents
- ✓ Guest User
- ✓ Internal Posting Docum...
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ Reference Letter
- Summary
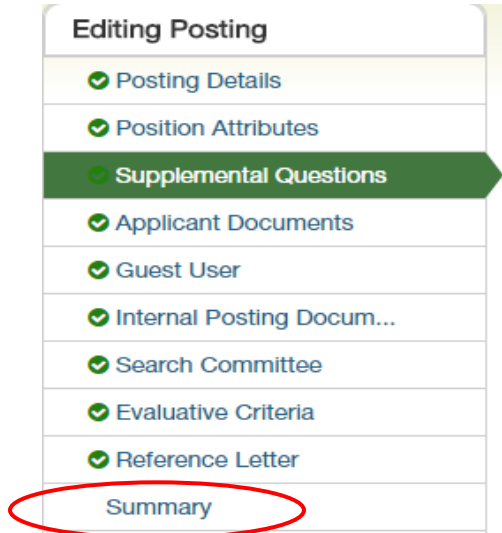
15. If the user is the Initiator in creating the quick hire posting, please follow your internal business process for routing further and submit it for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit the posting to "Application Link (move to Quick Hire)."
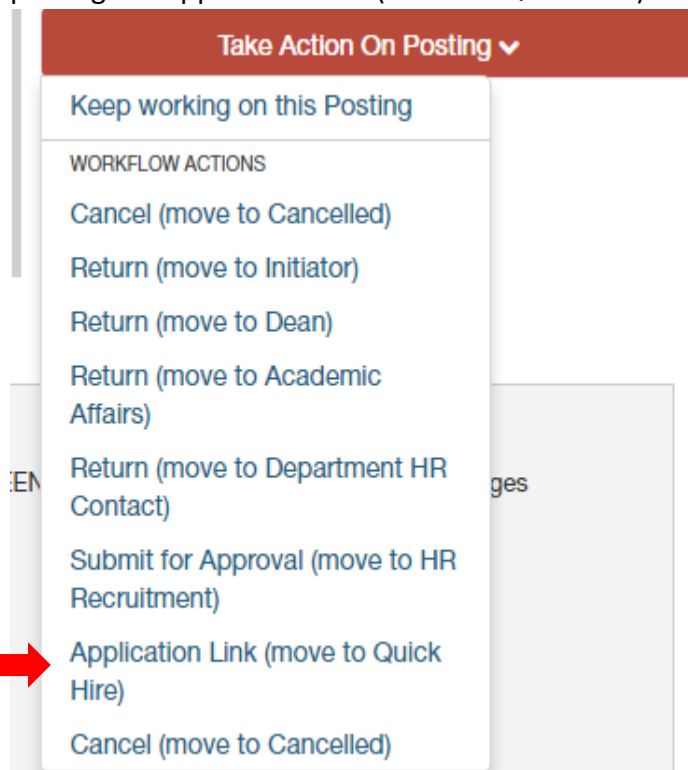
Take Action On Posting ▼

Keep working on this Posting

WORKFLOW ACTIONS

Cancel (move to Cancelled)

Return (move to Initiator)

Return (move to Dean)

Return (move to Academic Affairs)

Return (move to Department HR Contact)

Submit for Approval (move to HR Recruitment)

Application Link (move to Quick Hire)

Cancel (move to Cancelled)
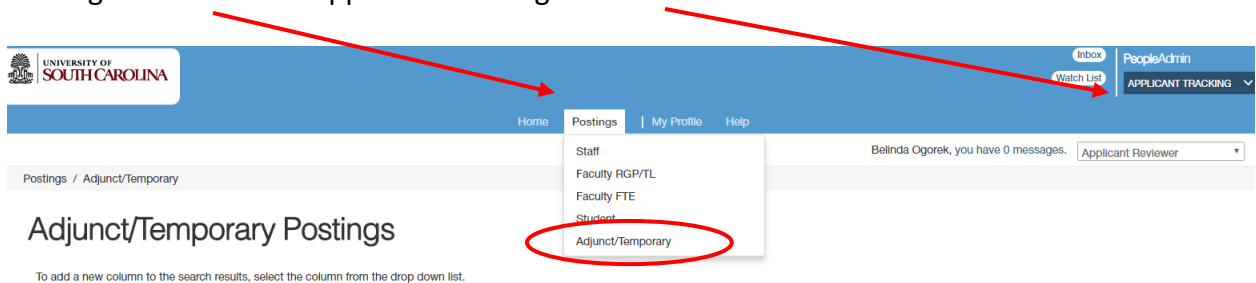
16. Once the posting has been moved to Quick Hire, a message will appear at the top of the screen:

Posting: OSP Student Retention Specialist (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at http://sc-sb.peopleadmin.com/postings/19719

17. Copy and paste the internal posting link into an email and send it to the applicant so they may access the posting and apply. This position is not posted externally for all to see. Only applicants who are sent the internal link can apply to the position.
See circled link above.

18. The applicant will click on the link in the email and complete the application for the posting. The applicant may email you when they have completed the application, or you can access the posting in PeopleAdmin to see if he/she has applied.

19. Log back in or change role to "Applicant Reviewer." Only Applicant Reviewer role can move the applicant to Recommend for Hire. Click on "Adjunct/Temporary" under the Postings Section of the Applicant Tracking Module.

20. Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number or by choosing the Classification or Internal Tile that is shown in BLUE.

21.   A new screen will appear showing the posting.

Posting: OSP Student Retention Specialist (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at http://sc-sb.peopleadmin.com/postings/19719

Position Type: Adjunct/Temporary
Department: USC Salkehatchie -
Palmetto College (17660)
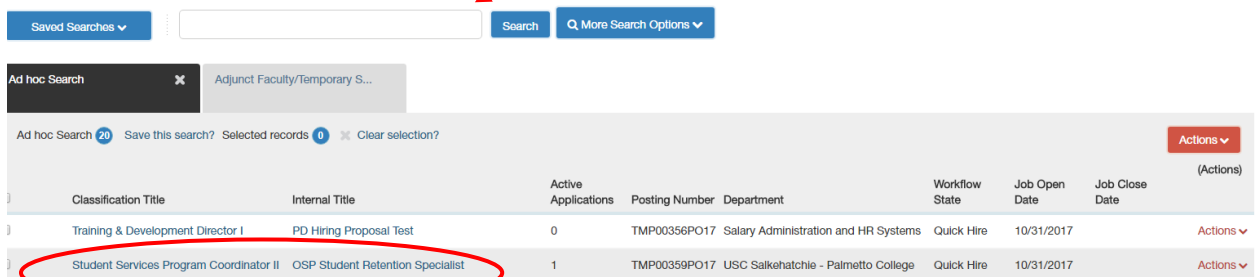
Created by: Belinda Ogorek
Owner: HR Recruitment

| Summary | History | Applicants | Reports | Associated Position Description |

22.   The Applicant Reviewer will click on the Applicants tab.

Posting: OSP Student Retention Specialist (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at http://sc-sb.peopleadmin.com/postings/19719

Position Type: Adjunct/Temporary
Department: USC Salkehatchie -
Palmetto College (17660)

Created by: Belinda Ogorek
Owner: HR Recruitment

| Summary | History | Applicants | Reports | Associated Position Description |

23.   A list of the applicant(s) will appear. Choose the applicant's name in BLUE that you wish to hire for the Quick Hire - Rehire.

Full Name	Posting Number	Application Form	Workflow State (External)	Documents
Brady, Tom	TMP00353PO17	USC Temporary Application	Under Review by Department	

24.   The job application for the person you are rehiring will appear.

Job application: Tom Brady (Adjunct/Temporary)
Current Status: Under Review by Department
Application form: USC Temporary Application

Full name: Tom Brady
Address:

Created by: Tom Brady
Owner: Applicant Reviewer

Take Action On Job Application ⌄
★ View Posting Applied To
★ Preview Application

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25. As the Applicant Reviewer, you will choose "Take Action On Job Application" and choose "Quick Hire (Move to Recommend for Hire)" and click "Submit."

Take Action On Job Application ⌄
Keep working on this Job application
WORKFLOW ACTIONS
Under Consideration (move to Under Consideration)
Interview Approved/Pending (move to Interview Approved/Pending)
→ Quick Hire (Recommend for Hire) (move to Recommend for Hire)
Did Not Meet Min Quals- Email Now (move to Did Not Meet Min Quals- Email Now)
Not Interviewed/Not Selected- Email Now (move to Not Interviewed/Not Selected- Email Now)
Not Interviewed/Not Selected – Email at Filled (move to Not Interviewed/Not Selected – Email at Filled)

26. To begin the Hiring Proposal, the user must be logged in as either the
    - Initiator
    - Department HR Contact
    - College Division

27. Since this position does have a position description, choose "Start Adjunct/Temp Hiring Proposal (Seated Position Description)."

→ ⊕ Start Adjunct/Temp Hiring Proposal (Seated Position Description)

⊕ Start Adjunct/Temp Hiring Proposal (No Position Description)

28.   A new screen will appear. Your position will be listed under the Selected Position Description section.

➤   The selection will default to the Position Description from which this posting was created.

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- OSP Student Retention Specialist

[Select Position Description]

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

➤   An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from the posting. Select the appropriate position description, if different than the associated position description. Select the appropriate position description by clicking in the radio button and then "Select Position Description" in the lower left hand corner of the screen.

| | 790139 | OSP Student Retention Specialist | | CB70 | Student Services Program Coordinator II | USC Salkehatchie - Palmetto College (17660) | Active | Actions ˅ |

[Select Position Description]

29.   A message will appear. There can only be one person in a position. Select "OK."

sc-sb.peopleadmin.com says:

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.

[OK]   [Cancel]

30.   The Hiring Proposal will appear. Scroll down and complete the USC ID field in the Candidate Information Screen. Since this is a rehire, you should already know the USCID.

* USC ID

This field is required.

If current or prior USC employee, please enter the USC ID. If not, please enter N/A.

31. Click either "Next" at the bottom or top of the Candidate Information Screen to save your data and route it to the Position to be Filled Screen.

Save   Next >>

32. In the Position to be Filled Screen, data will be transferred over from the posting and position. Verify the data and make the necessary edits as needed. Select the correct home department from the home department dropdown field.

Position Information

Campus	Columbia 01
Position Number	791000
Classification Title	Training & Development Director I
Internal Title	PD Hiring Proposal Test
Type of Temporary Position	Temporary Staff
College/Division Name	Division of Human Resources
Department Name	Salary Administration and HR Systems
Class Code	AG40
Part/Full Time	Part Time
FLSA	Exempt *Practicing physicians, practicing attorneys and teachers (adjunct faculty) are considered exempt and do not require a position description. Other exempt temporaries will require a position description. Temporary employees paid by the hour are non-exempt.*
Work County	Richland 40
Location of Vacancy	
Home Department	Please select This field is required.

33. The funding information will transfer over. Make any necessary edits. Click the "Add Funding Information Entry" button should you need to add additional funding.

* Home Department	Please select This field is required.

Funding Information

Dept. Account #	12500
Fund #	E200
Object Code	51200 - Classified Staff (FTE)
Amount ($)	55000
☐ Remove Entry?	

Add Funding Information Entry

34.   Click either "Next" at the bottom or top of the Position to be Filled Screen to save your data and route it to the Job Offer Information Screen.

| Save | << Prev | Next >> |

35.   In the Job Offer Information Screen, complete the following fields shown. Items with RED asterisks are required. *Definitions have been added to clarify the difference between new hires and rehires. For the Action Type, since this is a Rehire, you will select Rehire (Less than 1 Year) or Rehire (Greater than or Equal to 1 Year) based on the employee's length of separation from USC.*

Hiring Proposal Information

* Action Type

[Please select ▼]
This field is required.
Definitions: (1) A new hire is defined as a candidate who has never worked for the University of South Carolina. If the candidate was a student employee in the past, this does not count as having worked for the USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment.

Hiring Proposal Number

* Start Date

This field is required.

* End Date

This field is required.
For Research Grant or Time-Limited positions, please enter the end date of the position.

* Salary or Hourly Rate

This field is required.
If hourly rate, enter rate per hour, e.g., $10.00/hr.

* Hours Per Week

This field is required.

* Hours Per Year

This field is required.
Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.

* Employee's Building/Room

This field is required.

* Campus Phone

This field is required.

Supervisor SSN

* Supervisor Full Name

This field is required.
Enter the supervisor's legal (first and last) name

* Supervisor Class/Slot

This field is required.

* Check Distribution

This field is required.

* Timecard Distribution

This field is required.

➢ *If as the Initiator you do not know the supervisor's social security number, you may enter N/A in the supervisor's social security number field. The College/Division HR Contact will be expected to enter the supervisor's social security number at the time of his/her review.*

➢ *If the Initiator or Department HR Contact is not aware of the check distribution or timecard distribution number, then each college/division may need to create a job aid to assist in completing these fields.*

36. Click either "Next" at the bottom or top of the Job Offer Information Screen to save your data and route it to the Non U.S. Citizens Screen.
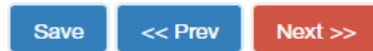
37. The Prospective Non U.S. Citizen Screen is to be utilized and completed **ONLY** if an international applicant has been recommended for hire as an **adjunct faculty or temporary post-doctoral fellow**. If rehiring an international, you are to continue to work in conjunction with the International Support for Faculty and Staff Office. Please select whether the appointment at the time of hire will have access to USC Insurance, if this is applicable.

➢ If the appointment is not an international faculty, please select "No" for the required question.

➢ If the appointment is a temporary staff, please select "No" for the required question.

38.   Click either "Next" at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route it to the Hiring Proposal Documents Screen.

[Save]   [<< Prev]   [Next >>]

39.   In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the adjunct faculty/temporary staff position type.

Hiring Proposal Documents

PDF conversion must be completed for the document to be valid when applicable.

Document Type

Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions)

Attestation of Hiring Process <REQUIRED> for all FTE and RGP/TL POSITIONS

Adjusted State Service and/or Leave Accrual Date Calculation (For Division of HR Use Only)

Supporting Documents

Provost/President Approval (for FTE Faculty)

Board of Trustees Approval (for FTE Faculty)

Signed Offer and Acceptance Letter <REQUIRED>

ACA Calculation Worksheet <REQUIRED> for Adjunct Faculty and Temporary Staff

➢   The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter.

| Summary	History	Reports

📄 Adjunct Faculty/Temp Hiring Document
📄 Offer of Temporary Employment – Hourly Pay
📄 Offer of Temporary Employment – Salary Pay
📄 ISFS Proposal (formerly IS-1)
📄 Seated PD Adjunct/Temp Hiring Document
📄 State of SC Post-Retirement Offer Letter – Temporary Salaried
📄 State of SC Post-Retirement Offer Letter – Temporary Hourly
📄 Rehire Offer of Temporary Employment – Hourly Pay
📄 Rehire Offer of Temporary Employment – Salary Pay

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➢ The ACA Calculation Worksheet can be found in the HR Toolbox under PeopleAdmin Upgrade.

➢ Documents can be attached by choosing the correlating Actions link and choosing "Upload New." Documents can be removed by choosing "Unassign."
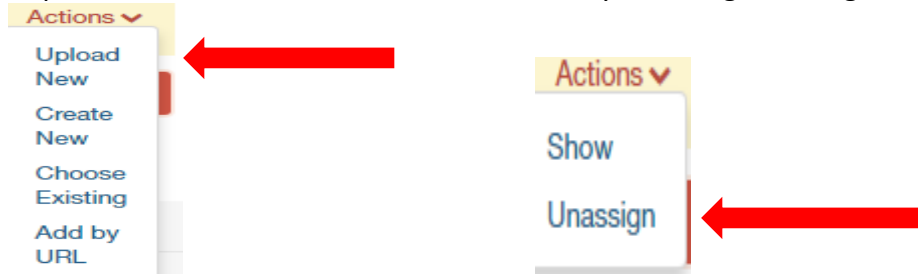
40. Click either next at the bottom or top of the Hiring Proposal Documents Screen to save your data and route it to the Hiring Proposal Summary Screen.
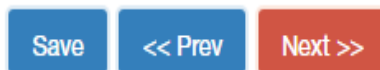
41. At the top right, hover over the "Take Action on Hiring Proposal" button and submit it to the appropriate approver based on your internal business process.

42. Once the Hiring Proposal is transitioned to "Offer Accepted/Create Onboarding," this will transition the Hiring Proposal to HR Operations.

    *If the verbal offer is not accepted, you will select "Offer Declined," or if the Hiring Proposal is canceled, select "Cancel."

43. HR Operations will review the Hiring Proposal.

    ➢ If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Approved.
    ➢ If rejected, you will receive an email notification with comments to take action on the Hiring Proposal. Comments may also be viewed in the History tab of the Hiring Proposal. The College/Division HR Contact will need to transition the Hiring Proposal to Offer Accepted/Create Onboarding for HR Operations to review the edits.
    ➢ Once the applicant has been successfully transitioned, **no Onboarding will be created if** the separation from USC has been less than a year**. HR Operations will be responsible for any onboarding for rehires less than a year.**
    ➢ If the separation has been greater than one year, the rehire is treated like a new hire for purposes of Onboarding. Please refer to the Quick Reference Guide – New Hire Greater than One Year Matrix for more information.

44. The candidate will automatically be seated in the respective position upon the Hiring Proposal being approved.