



# Arts and Sciences

## FTE Staff/RGP - Hiring Diagram

### Position Request

**FTE Staff:** Email a memo from the Unit Head justifying the need for the position to your assigned College HR team contact.

**RGP:** Email [Non-FTE Request](#) form to your assigned College HR contact 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 by Class/Comp.

### 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 Operations for posting on the USCJobs website.

**Please note: all FTE/RGP positions are required to be posted for a minimum of 5 business days.**

### Interviews

All applicants are reviewed by the search committee. Email a list of candidates to your assigned College HR team contact for review to confirm they meet the minimum qualifications. Once approved, the search committee conducts interviews with approved 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](#), and [Hire Above Minimum](#) (if applicable). The hiring proposal requires several steps of approval between the College, Dean, and Class/Comp. For new hires, the hiring proposal will be returned to the unit so that the appropriate Onboarding tasks can be assigned. **Please note: all FTE offer letters are generated within the Dean's office.**