



Arts and Sciences

TEMP (Salaried) - Hiring Diagram

Position Request

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 send 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

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 send to College/Division HR for review and approval. 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 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.

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: offer letter draft on letterhead. Once the College reviews and approves the offer letter, the hiring proposal is returned to the unit. Attach the signed offer letter and send back to College/Division HR for final approval.

For **new hires**, the hiring proposal will then be returned to the unit as “Approved to Make an Offer” so that the appropriate Onboarding tasks can be assigned.