



Arts and Sciences

Time Limited (TL) - Hiring Diagram

Position Request

Email [Non-FTE Request](#) form to your assigned College HR team 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. Required attachments include: the approved request and required State forms (contact your College HR team contact 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 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 TL 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.