

TEMPORARY FACULTY HIRING CHECKLIST
School of Medicine

NAME: _____

HIRE DATE: _____ DEPT: _____ DIVISION: _____

TITLE: _____ CONTACT: _____

EMERGENCY CONTACT (name/relationship/phone#) _____

New Position – advertisement included

Employee being re-hired into same position – advertisement not needed

Post TERI/Retirement Offer Letter – Department Head/Chair must sign letter first, then send to Dean’s Office for approval prior to making offer and completing hiring packet

[Background Checklist](#) and [Authorization](#) – Send before hire paperwork

[Health Risk Assessment](#) – To be sent before hire paperwork on new hires or reappointments whose duties have changed, otherwise just note “on file”

API (Academic Personal Information) – Complete back section for Hiring Dept Only

[API Addendum](#) (if clinical department)

Signed Offer Letter

[PBP – 2](#)

Malpractice – 60 day advance process (To Dawn Bruce - Copy to HR NOT needed)

[Offer of Temporary Employment](#)

[SCRS/ORP](#) - Non-Election Blank, Form 1104

[SCRS/ORP](#) – If elects to participate, Dean’s Office will contact employee for orientation

Notification of Employed Retiree, Form 1114 (for Post-TERI/Retirement)

[I-9](#), Employment Eligibility Verification with copies of documents

E-verify

[IS-1](#), Advance Notice of Prospective Non-U.S. Citizen Employee, if needed

Work Locator Form - If new hire or if location of reappointment is different from form on file, otherwise just note “on file”

[VIP](#) – Assist new employee with VIP System (for PIN, Direct Deposit, W-4) once they are in the USC System