Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

Time Limited (TL) - Hiring Diagram

Position Request

Email the Non-FTE Request to your assigned CAS HR Manager for review and approval. Once college review is complete, you will receive an email back with the approved request.

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: 1) the approved request and 2) required State forms (contact your CAS HR Manager 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.

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 Recruitment for posting on the USCJobs website. Please note: Time Limited positions are required to be posted for a minimum of 5 business days.

Interviews

All applicants are reviewed by the search committee. The committee may require the assistance of the unit HR representative to confirm the applicants meet the minimum qualifications.
Once confirmed, the search committee conducts interviews with candidates.

Reference Checks

Conduct 3 reference checks on your finalist using the University's Reference Check form.

Hiring Proposal

Submit a hiring proposal to College/Division HR for review and approval. Required attachments include: Attestation of Hiring Process, *Pay Evaluator* (access via HCM Tile), and *reference checks*. Once we gain *Approval to Make an Offer*, send the offer letter (PeopleAdmin template) and PD to your finalist. Email the letter and PD to your CAS HR Manager to be attached to the HP, and transitioned to *Offer Accepted/Create Onboarding*.
You will assign the appropriate Onboarding tasks if needed.
Please note: OB tasks are not assigned for rehires less than a year & international hires.