



Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

FTE Staff/RGP - Hiring Diagram

Position Request

FTE Staff: Email the [FTE Staff Position Request](#) justifying the need for the position to your assigned College HR Manager.

RGP: Email [Non-FTE Request](#) form to your assigned College HR Manager 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.

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: 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. 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

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](#), completed reference checks, and [Hire Above Minimum](#) (if applicable). The hiring proposal requires several steps of system approval between the College, Dean, and Class/Comp. For **new hires**, the hiring proposal will then be returned to the unit so that it can be transitioned to *Offer Accepted/Create Onboarding* and the appropriate Onboarding tasks can be assigned. **Please note: all FTE offer letters are generated within the Dean's office.**