



# Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

## TEMP Staff (Hourly) - Hiring Diagram

### Position Request

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

### Posting

Hourly temps can either be posted or a “quick-hire.”

Quick-hire: *You know who you want to hire.*

Create a posting in PeopleAdmin, attach the approval, and transition it to College/Division HR for review and approval. Once approved, 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, attach the approval, and transition it to College/Division HR for review and approval. The College will approve within 5 business days and send to HR

### 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: signed offer letter on letterhead. 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.