








# RGP / TML Hiring Process

Revised October 2023

	 <b>PREPARE PD</b>	 <b>POST POSITION</b>	 <b>QUALIFY APPS</b>	 <b>INTERVIEW &amp; SELECT</b>	 <b>PREPARE OFFER</b>	 <b>HIRE</b>	 <b>ONBOARD</b>
<b>Department</b>  (HR, Hiring Authority, Leader)	1. Create / revise position description (PD)* 2. Submit PD to College/Division in PeopleAdmin (PA)	5. Create posting 6. Submit posting to College/Division	11. Review applications to verify that they meet PD minimum qualifications	12. Review and rate applications using rating criteria 13. Interview selected candidates with consistent questions/format 15. Select final candidate	16. Submit hiring proposal (HP) to College/Division for salary and applicant approval in PA including HAM, if needed	19. Extend and negotiate offer 21. Finalize HP and assign pre-hire onboarding for US Citizens §See Step 21a 23. Send HP to DHR for final approval	25. Dispose remaining applicants 26. Instruct employee on critical, time-sensitive tasks and provide onboarding tools and resources 28. Confirm onboarding is completed by employee and USC identity is established
<b>College/ Division</b>	3a. Review PD for accuracy and completeness 3b. Send PD back to dept to correct or submit to DHR	7a. Review posting for accuracy and completeness 7b. Send posting back to dept to correct or submit to DHR			17a. Review HP for accuracy and completeness 17b. Send hiring proposal back to dept to correct or submit to DHR		
<b>DHR</b>	4a. Review PD for accuracy and completeness *review for USDOL compliance 4b. Send PD back to College/Division or Approve PD (est. turnaround time based on expected date to be filled)	8a. Review posting 8b. Send posting back to College/Division or Approve USCJobs posting (est. turnaround time, 3 days) 9. Post on USCJobs for minimum of 5 days (Postdocs may be exempt from external posting as a special hire; HR 1.24)			18a. Review HP for minimum qualifications and equity (est turnaround time, 2 days) 18b. Send HP back to College/Division or Approve salary and applicant	§21a. For Non-US Citizens - OIS assigns pre-hire onboarding 24. Approve HP (est turnaround time varies**)	29. Validates Hire eForm in PeopleSoft and approves (est turnaround time, depends on completion of steps 26-28) 30. Hire executes into PeopleSoft**
<b>Employee</b>		10. Submit application via USCJobs		14. Interview for position		20. Sign and return offer and position description 22. Complete pre-hire onboarding tasks in PA	27. Complete onboarding tasks in PeopleSoft

\*DHR-OIS contacted as needed regarding international candidate pool

\*\* 3-4 days per pay period, while payroll processes, HCM does not allow Hire ePAFs to execute into system.