

## Hiring Checklist

### Temporary Hire Process for New Hires (No Position Description)

#### Hiring your Temporary Hire candidate:

- Initiate your Temporary Hire Posting in [USC Jobs](#).
  - **Steps 1 – 15** of the Quick Hire Reference Guide provided by USC Upstate Human Resources outlines the process of the Quick Hire Posting
- Send application link to candidate to apply for the position.
  - **Steps 16 – 18** of the Quick Hire Reference Guide
- Prepare Offer of Temporary Employment Letter and send Offer Letter to applicant for their signature indicating acceptance of job offer.
  - Offer Letter Templates are provided to the Hiring Manager by Ashley Frech in Human Resources
- Initiate Background Check via [Pre-Employment Screening Department Request Form](#) once you have received the signed Offer Letter back from the candidate.
  - **Allow 2 weeks before start date for the background check/pre-employment screening to be completed**
- Check the candidate's references.
  - We require that **2 professional references** be checked and submitted to Human Resources. You may utilize the [Reference Check Form](#).
- Create the Hiring Proposal in USC Jobs.
  - **Steps 19 – 35** of the Quick Hire Reference Guide
- Send proposal to appropriate workflow approvers, including Department Head and Budget.
- Create the [Position Description](#) (required for Upstate HR office) for the temporary staff employee.
  - Supervisor and temporary staff employee **must sign the Position Description and then submit it to Ashley Frech** in Human Resources

#### Scheduling for new temporary staff's first day:

- On employee's first day, the employee will visit the HR office at 10:00 am to present their I-9 Documentation and for the completion of Section 2 of the Form I-9.
  - If the employee is unable to visit HR office 10:00 am, please contact [HR@uscupstate.edu](mailto:HR@uscupstate.edu).
- Contact Lisa Caggiano, Director of Professional Development, at [Lcaggiano@uscupstate.edu](mailto:Lcaggiano@uscupstate.edu) to schedule an appointment for the New Hire Orientation.