

TO FILL A CLASSIFIED VACANCY OR ESTABLISH A NEW POSITION

1. The Department Head must present the request to fill a vacancy or request a new position to the appropriate vice/associate/assistant chancellor. If the position is approved, complete a **FORM 12**, Request for Position, and submit with all signatures required for approval to the Human Resources Office.
2. Submit a new or updated (if there are necessary changes) position description that accurately reflects the duties of the position and complies with the requirements of the Americans With Disabilities Act. We will work with you to establish the proper State classification.
3. E-mail a draft of the ad (which should match the requirements in the position description) and all recruitment sources you intend to use. All ads must run for a minimum of one week on USCJobs, our on line application site. We strongly recommend stating an end date for accepting applications. On USCJobs, you may submit questions that applicants are required to answer in order to complete the application process. You may also require resumes and cover letters as attachments.
4. Complete purchase requisitions for each advertising source to cover the cost of advertising. Please include dates you want the ad to run.
5. Form your search committee. Generally, a committee of 3 to 5 members from your department/unit and/or others who will work with the person in this position is a good number. The Affirmative Action Officer should be an active member of the search committee. Each member of a search committee assumes a responsibility not to mention any candidate's name or status or the content of any committee conversation to any non-committee member within or outside the university. Applications should be reviewed comparing the qualifications of the applicants to the requirements stated in the position description and the advertisement. If you advertised a position that allows an equivalent combination of education, training and/or experience, a year of experience may be substituted for a year of education or vice versa.
6. When applications/resumes have been reviewed and the pool narrowed down, reference checks should be conducted prior to the invitation to interview. Check references from the previous 7--10 years of employment. Speak to a supervisor whenever possible, but always get a reference from the supervisor at the most recent place of employment. The Search Committee needs to obtain permission from the candidate(s) to check unlisted references. Contact the Affirmative Action Officer prior to conducting interviews.

7. All applicants selected for interview should go through the same interview process. A list of permissible and non-permissible questions is on the Human Resources web site for you and the selection committee to use during the process. Please review these questions and insure that only questions that are permissible are used. It is recommended that you have a prepared format of questions to be used with each applicant and that you and members of the selection committee make notes on each of the candidates during, or as soon as possible, after the interview while the responses are fresh in your minds.
8. Background Checks may be required for your final candidates. Basically, any finalist for a staff position that handles university assets must have a Background check done. Please refer to USC policy <http://hr.sc.edu/policies/hr190.pdf> for full details.
9. **When the successful candidate has been selected, you are required to meet with the Affirmative Action Officer prior to an offer being made.** If an offer to hire above the minimum salary of the established in-band hiring rate is being considered, prior approval of the salary must be obtained from our Chancellor, the USC Division of Human Resources and/or the State Office of Human Resources before any salary offer above the minimum is made to the successful candidate. Upon receipt of approval to hire, a verbal offer may then be made to the successful candidate. This should be followed by a written offer letter which the Human Resources Office will prepare for you.
10. A list of all applicants must be maintained on an Applicant List and turned into the Human Resources Office at the end of the search process with an explanation of why each applicant was not selected for an interview. Complete an Interview Report for each interviewed applicant. Interviewed applicants should be notified by the chair of the search committee.
11. We will prepare the offer letter. The signed offer letter and signed application for the successful candidate should be forwarded to the Human Resources Office for processing into the system.
12. New employees should be directed to the Human Resources Office on their first day of employment to complete the I-9 and W-4 forms. We will arrange a day and time for the benefits orientation. Hiring supervisors should provide institutional and departmental orientation to policies, procedures and personnel. A New Hire Checklist will be sent to you by the new hire's start date.