UNIVERSITY OF
SOUTH CAROLINA

Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: June 18, 2018

RE: Incomplete Hiring Proposals

HR Operations and Services continues to return hiring proposals for staff and faculty due to inaccurate and/or missing data and attachments. Below is a list of why most hiring proposals are returned to the College/Division or Campus HR Contacts:

APPLICATION

- Legal first and last names are not correct.

  o If the hiring proposal has been created and the legal first and last name were not entered correctly, the hiring proposal will need to be cancelled. Talent Acquisition will need to be contacted so the application can be reactivated, and the applicant should be instructed to enter his/her correct legal first and last name. The hiring proposal will have to be created again using the corrected application.

- Applicants answer the sponsorship question incorrectly.

- Post high school education is not entered.

STAFF FTE/RGP/TL SALARY REVIEW AND APPROVAL

- All staff hiring proposals require approval from Classification and Compensation before making an offer to the applicant. No offer should be made without Classification and Compensation approval. If the offer is extended before the salary is reviewed and approved by Classification and Compensation, this offer may have to be rescinded or adjusted.

- Experience missing from the application that is referenced in the justification for the hire. The HR Contact should reach out to Talent Acquisition to reactivate the application to add the missing data, prior to creating a hiring proposal.

- Hiring proposals are being routed to Classification and Compensation for salary approval but the applicants do not meet the minimum qualifications. While supplemental questions aid in the applicant review process, all applications should be reviewed to ensure the applicant meets the minimum qualifications listed on the posting prior to selection for interview.

HIRING PROPOSALS

- Required attachments based on position type are not attached or if attached are not accurate. For example,
    - Hours on ACA form for adjunct faculty/temporaries do not match hours entered in hiring proposal.
    - Attestation forms not attached or incomplete for FTE, RGP and TL faculty/staff. For example, the selection committee member(s) are not listed, or N/A is not entered; the hiring manager did not sign in Section I, Section II or both.
- College/Division or Campus HR Contacts are not inputting the supervisor's social security number.
- The class/slot of supervisor is incorrect.
- USCID is not entered on hiring proposal for past employees or N/A is not entered for new hires.
- Offer letter
    - The supervisor in the offer letter does not match the supervisor listed in the hiring proposal.
    - Start date in offer letter does not match start date in hiring proposal.
    - Salary/hourly rate in offer letter does not match salary/hourly rate in hiring proposal.

Once the hiring proposal status has changed to "Offer Accepted/Create Onboarding", this means that it has been **approved** by your college/division or campus to be sent to HR Operations and Services for final approval. Please review and ensure the data is correct and attachments have been completed before it is routed to HR Operations and Services. Should you have any question, please contact 777-3111.