

STAFF HIRING AND EMPLOYMENT POLICIES

Hiring

It is the responsibility of the individual given hiring authority to evaluate the qualifications of all candidates and to select the person best qualified for the position. The individual given authority to offer a position to a candidate may differ depending upon departmental policy and practice. A department may not make an offer of employment to a candidate until all qualified applicants who submitted applications within the five day posting period have been considered.

Departments are responsible for verifying previous employment and checking references before an offer of employment is made and strongly encouraged to do so. If an applicant does not want his or her employer to know he or she is seeking a new position, an offer of employment must be made contingent on receiving verification of previous employment and satisfactory employment references. Employee Recruitment Services is responsible for conducting pre-employment screening (identity verification and criminal records search) on the final candidate for a position. Departments must request this screening before an employment offer is made.

After the final candidate has successfully completed the background screening and a hiring decision is made, an offer letter must be sent to the candidate. Offer letters contingent on successful completion of the background screening may be sent to final candidates under certain conditions (refer to the Pre-Employment Screening Policy). Letters of regret should be sent to those candidates interviewed who were not hired. Standard offer letters may be obtained from Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010 and on the Policies Web site.

In order to stop the referral of additional applicants, the hiring department must notify Employee Recruitment Services on the University Park campus at (213) 740-7252 or on the Health Sciences campus at (323) 442-1527 as soon as a candidate has accepted a position.

HIRING FOREIGN NATIONALS

The process of employing foreign nationals (including as faculty, staff, or employees claiming student status) involves federal rules and regulations that, if not carefully followed, can result in severe penalties to the employee and employer. In order to make certain the university complies with all applicable federal regulations, the Office of International Services has been designated as the sole agent to process and file all paperwork required in order for any foreign national to be hired into a faculty or staff employee position. The university does not permit outside attorneys to act as agents of the university in the filing of petitions for temporary or permanent residence.

Departments must contact the Office of International Services early in the recruitment process when it becomes evident that one or more of the top candidates being considered for a faculty or staff employee position is not a citizen or permanent resident of the United States. The office will advise departments of the appropriate steps which need to be taken, assist in the completion of procedures, and provide legal services when necessary. The process of obtaining necessary governmental approval must begin prior to a job offer being made, and no job offer may be made without the approval of the Office of International Services.

The Office of International Services is responsible for determining whether or not the visa of the foreign national is such that the foreign national can legally be considered for university employment. (Because of visa restrictions, some foreign nationals are not permitted to accept employment.) Departments should also be aware of time delays in processing paperwork through the Immigration and Naturalization Service, and plan accordingly.

Questions regarding these services should be directed to the Office of International Services at (213) 740-2666.

Issued by: Todd R. Dickey
Senior Vice President
University of Southern California

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