

STAFF HIRING AND EMPLOYMENT PRACTICES

Recruitment

JOB POSTING

All staff positions, with the exception of Grade 99 positions and those positions filled by the Board of Trustees or the President of the university, must be posted in order to provide a consistent approach to the recruiting, selection and eventual hiring of qualified applicants, and to assure equal employment opportunities. Departments may not recruit or advertise for a position until that position has been posted. Posting takes place after a Personnel Requisition form has been completed by the hiring department; reviewed and approved by the Compensation Office; and submitted to and posted by Employee Recruitment Services. Before an offer may be extended to a candidate (contingent upon the successful completion of pre-employment screening, see 1.4-1 Pre-Employment Screening), the position must be posted for five (5) working days and all qualified applicants who have submitted applications within the five day posting period have been considered. When positions are filled through internal promotion or transfer, the position vacated is subject to this and all other staff hiring procedures. Positions should only remain posted on the university's Web site during the period of active recruiting. Any position that remains posted on the university's Web site for longer than one (1) year will be closed by Employee Recruitment Services. At the beginning of each fiscal year, verification of new funding for existing postings must be submitted to the Compensation Office. The Compensation Office will notify Employee Recruitment Services of positions without adequate funding and Employee Recruitment Services will close those positions.

This policy does not apply to a position which is being reclassified because the incumbent has assumed additional responsibilities. Reclassification requires approval of the appropriate dean or vice president and review and approval by the Compensation Office on the University Park campus or Personnel Services on the Health Sciences campus.

Questions regarding job posting procedures should be directed to the Compensation Office at (213) 821-8280 on the University Park campus or Personnel Services at (323) 442-1010 on the Health Sciences campus.

ADVERTISING

All staff positions, with the exception of Grade 99 positions and those positions filled by the Board of Trustees or the President of the university, must be advertised in such a way that qualified individuals have an opportunity to apply. All staff position openings must be listed in the online "Jobs@USC" listing on the USC Web site, which serves as the official job posting document for the university.

Departments wishing to place advertisements in any external media (e.g., newspapers, journals, magazines, Web sites, etc.) must make arrangements to do so through Employee Recruitment Services and are responsible for paying for that advertising. Payment is arranged via an internal requisition charged to the materials and supplies expense category. Before a position can be advertised, it must be posted (see Job Posting policy above). Departments should display job posting notices prominently so that all qualified employees are aware of position openings.

Questions regarding advertising procedures should be directed to either Employee Recruitment Services at (213) 740-7252 on the University Park campus or at (323) 422-1527 on the Health Sciences campus.

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INTERVIEWING

All applicants for positions at the university are entitled to a thorough and consistent evaluation of their qualifications for employment. Consistency should be maintained in selecting qualified candidates and the placement of candidates in jobs that meet the requirements of both the applicant and the university. A department may not interview an applicant until his or her application has been processed by Employee Recruitment Services. Questions that are **NOT** to be asked while interviewing a candidate are those that identify or elicit a response as to an applicant's race, color, religion, gender, national origin, ancestry, sexual orientation, physical disability, mental disability, age or marital status.

Questions regarding interviewing applicants should be directed to Employee Recruitment Services on the University Park campus at (213) 740-7252 or on the Health Sciences campus at (323) 442-1527.

TESTING

Pre-employment inquiries and testing must be limited to the requirements of the job and be free of discriminatory impact. Any department wishing to administer testing beyond that administered by Employee Recruitment Services and/or other screening procedures to be used as the basis for an employment decision must have these tests reviewed and approved by Employee Recruitment Services before testing or screening applicants. Employee Recruitment Services routinely tests applicants for basic clerical skills as required. Software testing is also available.

Questions regarding the testing of applicants should be directed to Employee Recruitment Services on the University Park campus at (213) 740-7252 or on the Health Sciences campus at (323) 442-1527.