RECRUITING AND HIRING FACULTY A USER GUIDE

Office of the Vice Provost for Academic and Faculty Affairs

This document is a work in progress.

The previous pdf document is at this link:
https://deans.usc.edu/files/2016/10/FAMDocumenation.pdf

INTRODUCTION

This user guide is meant to address common concerns only about FAM (Faculty Application Manager) and provide a general overview of the faculty recruiting and hiring process. It does not provide information about Workday or PeopleAdmin. Questions and suggestions about this user guide should be sent to *FAShelp@provost.usc.edu* or to (213) 740-6715.

GENERAL PRINCIPLES

- Every faculty position needs to have a Workday requisition and position.
- Faculty searches should be posted and filled through a competitive search.
- Under specific circumstances (see the relevant policy and form on the deans' portal at *http://deans.usc. edu*), a posting can be waived. If a posting waiver is warranted, the request has to be sent by the dean's office to the Office of the Vice Provost for Faculty Affairs for approval and **be approved prior to making an offer** to the faculty member**.**
- Offer letters should follow the approved templates, which can be found on the dean's portal *(http://deans. usc.edu)*.
- The Provost's signature is needed on offer letters if
    - the school requests it and/or,
    - housing assistance is offered that is greater than $500,000 and/or,
    - the offer includes an administrative appointment that reports directly to the dean (one-step up consultation).
    - Every faculty member should have a current contract in FSMS.

FACULTY RECRUITING AND HIRING WORKFLOW

The diagram on the next page describes the major steps in faculty hiring. Workday is the university's human capital management system; all hiring begins and ends in Workday. FSMS (Faculty Salary Management System) is the university's faculty contract system and is the authoritative source of the university's commitment to a faculty member; all faculty members should have a current contract in FSMS. FAM is ~~an optiona~~the tool available to the academic units to assist in the recruitment and review of faculty candidates. ~~PeopleAdmin is the university's candidate recruiting tool; all positions must have a PeopleAdmin requisition.~~ Workday, with job boards posts sent to https://usccarreers.usc.edu, is the university's recruiting tool for faculty and staff.

The dean's office in each school has primary responsibility for hiring faculty, but can rely on the help of personnel in its school's departments to assist in recruiting and selecting a final faculty candidate. In the steps outlined in the workflow diagram, the responsibility for each action will depend on a school's structure and division of responsibilities. The Faculty Handbook explains the delegation of authority for hiring faculty.

General questions about faculty recruiting and hiring can be directed to the Office of the Vice Provost for Faculty Affairs by calling the main line at (213) 740-6715.

STEP 1: CREATING A JOB REQUISITION AND POSITION IN WORKDAY

Every faculty position needs its own Workday Requisition and Position ID. As an example, if a school is hiring 10 new full-time lecturers, each of those lecturer positions needs its own Workday Position ID.

1. Following the instructions in the relevant Quick Resource Guide, create the position and requisition in Workday. (See *http://workdayhelp.usc.edu*.)
2. The requisition goes through the approval process in Workday according to established business procedures.
3. Once the requisition is approved, copy and paste the requisition number into the FAM posting field "Requisition Number". Look at the details about this, below. ~~information is passed through to PeopleAdmin via an integration at 9:00a.m every morning.~~
4. ~~The position details then need to be entered into PeopleAdmin, the special instructions for applying via FAM added, and the position posted to the web for at least 5 calendar days.~~

Of note, you may recruit for many identical positions under one Requisition Number in FAM and One Posting on the jobs board. This would avoid applicants from cross applying to identical postings.

~~STEP 2: POSTING THE POSITION IN PEOPLEADMIN~~

~~A training video on managing faculty postings in PeopleAdmin can be found on TrojanLearn (*http://trojanlearn.usc. edu*). In the Search bar, type in "PeopleAdmin".~~

~~BEST PRACTICES: SAMPLE JOB POSTING~~

~~*To generate the correct URL for "Click Here", copy and paste the application URL from FAM and then retype just the quotes (i.e., " ") if the link isn't working.*~~

STEP 3: CREATING THE POSITION IN FAM

WHAT IS FACULTY APPLICATION MANAGER?

Faculty Application Manager (aka FAM) is an enterprise version of the online faculty recruiting tool developed by Viterbi for hiring full-time faculty. FAM was launched university-wide in August 2013. ~~Usage of FAM is not mandatory and schools can choose to use PeopleAdmin to recruit candidates. However, many schools choose to use FAM because it addresses two concerns related to faculty recruiting:~~

FAM addresses 2 concerns related to faculty recruiting and hiring:

1. It offers a straightforward, three-step process for candidates to apply for full-time faculty positions of all ranks and tracks (Tenured/Tenure Track and Non-Tenure Track), capturing required demographic information and facilitating the upload of cover letters, CVs, and other documents as part of the candidate application.
2. It also offers faculty search committee chairs and members a robust and easy-to-use online candidate review process that includes review of cover letter/CV and supplemental documents as well as the ability to evaluate and rank candidates based on their qualifications, comment about individual candidates, and share individual comments among search committee members.

STAFF - GETTING ACCESS TO FAM

Staff must complete and submit the confidentiality agreement and user access form, which can be found at *http:// deans.usc.edu/faculty-systems/fam*. Note that access to the deans' portal is limited to faculty affairs staff in deans' offices, so users without access to the deans' portal should contact their faculty affairs staff. Forms should be submitted to the Office of the Vice Provost for Faculty Affairs.

New users should review the YouTube training videos available on our YouTube channel before using FAM. Recommended videos:

- Internal user overview
- Quick system overview from an applicant perspective
- ~~Adding the FAM link to PeopleAdmin~~
- Setting academic unit defaults
- Quick system overview from an applicant perspective
- Adding a new position
- Editing the content of system generated emails

FACULTY - GETTING ACCESS TO FAM

Faculty do not need to complete and submit a confidentiality agreement or user access form. If they are logging in for the first time to FAM, their username is their USC username and their initial password is their 10-digit USC ID. Any questions about access, account creation, or password reset should be directed to *FAShelp@provost.usc.edu*.

Staff for each school should provide a user training session for its review committee members. The YouTube video on Reviewing Applicants in conjunction with a live demonstration will likely be the most helpful to faculty; the training session need not be more than 30 minutes.

BEST PRACTICES - SETTING UP THE POSITION/Posting IN FAM

Before making your position live in FAM and active on the web ~~PeopleAdmin~~ through Workday Requisition post functionality to the USC Jobs board, test your position set up from the end user's perspective (applicant, review committee, referrer, etc.).

Checklist of items to review in FAM before making a position active:

- Create/Edit Position [in Position menu]
- Especially "Upload Message" text box (aka Instructions to Applicant)
- Manage Email Text [in Position menu]
- Especially "Confirmation email that is sent to applicants after submitting an application"
- Especially "Automatic notification email sent to a referrer"
- Manage Code List [in Position menu]

Follow your school's business procedures and guidelines for setting up a position in FAM taking into account your school's preference for required applicant documentation, collection of reference letters, and content generated to notify applicants about the status of their application and the hiring process.

~~CONNECTING FAM TO PEOPLEADMIN~~

~~If the coding is done correctly, an applicant clicking on "Click Here" in the PeopleAdmin posting in *http://jobs.usc. edu* will be redirected to FAM. If the link is set up correctly, the drop down menus will populate automatically with the school and position. If the link is set up incorrectly, the school and position will not be selected automatically.~~ ~~**Test the link before posting the PeopleAdmin position to the web.**~~

Connecting FAM to Workday Posting and USC Jobs board

Enter the Workday Requisition Number, which starts with REQ into the Requisition Number field on the FAM posting.

Example

Workday:

FAM:

FAM APPLICANT SCREEN 3

Step 3 is where all of the features in the "Edit Position" screen in FAM come into play (e.g., document upload instructions, reference letters, etc.). Please place yourself in the mindset of the applicant who might be unfamiliar with USC when managing the position in FAM. Make the instructions as easy to understand as possible and anticipate what questions an applicant might have.

Below is a screen shot of an actual applicant screen with suggestions for improvement.

If your recruiting process collects reference letters only for a short list of candidates, then deselect the "Auto Email Referrers" box. You can then follow up with referees manually using the "Manually Send out Email to References"
option.

CODE LISTS

The values checked under Attachments are the values that will show up on Step 3 of the applicant screen under "Upload Supporting Documents". At the moment, whatever values are selected are required and cannot be optional.

> *If using "Other", please explain what is meant by "other" in the upload message box in "Edit Position" (e.g., teaching statement, job market paper, student evaluations, etc.). It's a good idea to provide explanations for the other attachment types as well.*

Application Step 3 Attachments *(for release 11/8/2016)

- Configure the posting *Position > Manage Code List*
  - *You can make an upload optional by leaving "Show on Application" unchecked.*
    - For example, the *Combined* document below is optional.
  - *Required documents are always shown in the application*

Attachments

Show on Application	Required	Attachment
☑	☑	Cover Letter
☑	☑	CV
☑	☐	Combined
☑	☑	Curriculum
☑	☐	Other
☐	☐	Contacts

- Application Step 3
  - An applicant chooses a file.
  - The filename is displayed next to “Choose File”
  - When the applicant submits an application, the files are stored with their application.

Upload Supporting Documents:

Requirements:

Please upload your CV and cover letter as two separate documents.

Attachment Type	File Name	Description
Cover Letter	* Choose File No file chosen	Cover Letter
CV	* Choose File No file chosen	CV
Combined	Choose File No file chosen	Combined
Curriculum	* Choose File No file chosen	Curriculum
Other	Choose File No file chosen	Other

- *Applications > Manage Applicants*
  - *Click the Binoculars icon to view and download the file*
  - *Click the delete icon to delete the file*

ATTACHMENTS

Attachment Type	Upload Date	File Name	Description		
CV	Nov 2, 2016	test_kroeze_cv_2016_11_02_11_15_42_451.pdf	Applicant provided CV		
Cover Letter	Nov 2, 2016	test_kroeze_cover_letter_2016_11_02_11_15_42_432.pdf	Applicant provided Cover Letter		
Curriculum	Nov 2, 2016	test_kroeze_curriculum_2016_11_02_11_15_42_464.pdf	Applicant provided Curriculum		
Contacts	Nov 2, 2016	test_kroeze_contacts_2016_11_02_11_19_18_922.pdf	test		

EMAILS TO APPLICANTS AND EMAILS TO REFERRERS

Recommended Training Video: Editing the content of system generated emails

Emails can be customized by navigating to “Manage Email Text” in the left-hand navigation pane.

For Applicants:

Each applicant who submits an application receives an automatic notification generated by the system. This email can be used to communication more than just “thank you”. It is a good idea to include any instructions to the candidate such as when to hear back about the position (if known), how to amend or update a submitted application, when references will be contacted for a letter of reference (i.e., immediately or later in the application review process), or address other common questions.

For Referrers:

Some references have had trouble uploading their letters via the link in the system-generated email. To mitigate frustration, include a statement in the system generated email to referrers alerting them to the minimum browser requirements and who to contact if they run into any difficulties. Go to “Manage Email Text” under “Position” in the left-hand navigation column.

Suggested language to include in the email is:

Please note that the minimum browser requirements for uploading your letter of reference are:

- *Google Chrome 11*
- *Firefox 13*
- *Internet Explorer 9*
- *Safari 5*

Emails to referrers also can be generated manually as needed. Go to “Manually Send Out Email to References” under “Letters of Recommendation” in the left-hand navigation column. The emails that will be sent are system- generated and the text is what is set up in “Manage Email Text.”

Emails are sent from *FAShelp@provost.usc.edu*, so if an applicant or reference letter writers clicks “Reply To”, the message will be sent directly to *FAShelp@provost.usc.edu* for a response. Where possible, the people on the distribution list for *FAShelp@provost.usc.edu* will respond to any inquiries. When appropriate, emails will be forwarded to the position manager on the position in question for follow up.

MANAGING APPLICATIONS

Recommended Training Video: Adding, removing, and adding applicant documents

Because applicants do not have to create a user account, applicants are not able to return to their original submission to alter or edit their applications. They should be instructed either in the document upload message (in "Edit Position" under "Position" in the left-hand navigation column) or in a system generated auto-response email acknowledging receipt to send updates to the hiring manager (in "Manage Email Text" under "Position" in the left-hand navigation column).

SETTING UP REVIEW COMMITTEES AND REVIEWING APPLICATIONS

Recommended Training Videos:

- *Review screen overview for position managers*
- *Adding users to the review committee*
- *Reviewing applications (for review committee members)*

By default, faculty members are assigned to the school in which they hold a primary appointment, so if a review committee is made up of faculty from other schools, the staff user setting up the review committee will not be able to add those external faculty members. Write an email to *FAShelp@provost.usc.edu* with the name of the faculty member. A response will be sent confirming that the necessary adjustments have been made to the faculty member's account in question so that he or she can be added to the review committee or if more information is needed to complete the request.

Example 1:

In the screenshot below, the faculty member can be added to review committees at both Dornsife and Viterbi, even though the primary appointment is in Dornsife.

Example 2:

In the screenshot below, the faculty member can be added to review committees only at Dornsife. If he or she needs to be added to a review committee outside of Dornsife, the position manager for the review committee in question should write to *FAShelp@provost.usc.edu* with a request including the faculty member's name and name of the secondary school.

PAUSING A SEARCH: OFFER MADE, BUT NOT YET ACCEPTED

If desired: To prevent candidates from applying to a position for which a final candidate has been selected, mark the position as "Inactive" in FAM and take the posting down from the web in ~~PeopleAdmin.~~ Workday. Once the final candidate has accepted and returned a signed offer letter and Agreement to Arbitrate Claims, the final steps to close a position can be taken.

STEP 4: Hiring an Applicant and CLOSING THE POSITION IN FAM, ~~PEOPLEADMIN~~, AND WORKDAY (added 10/27/2016)

IN FAM

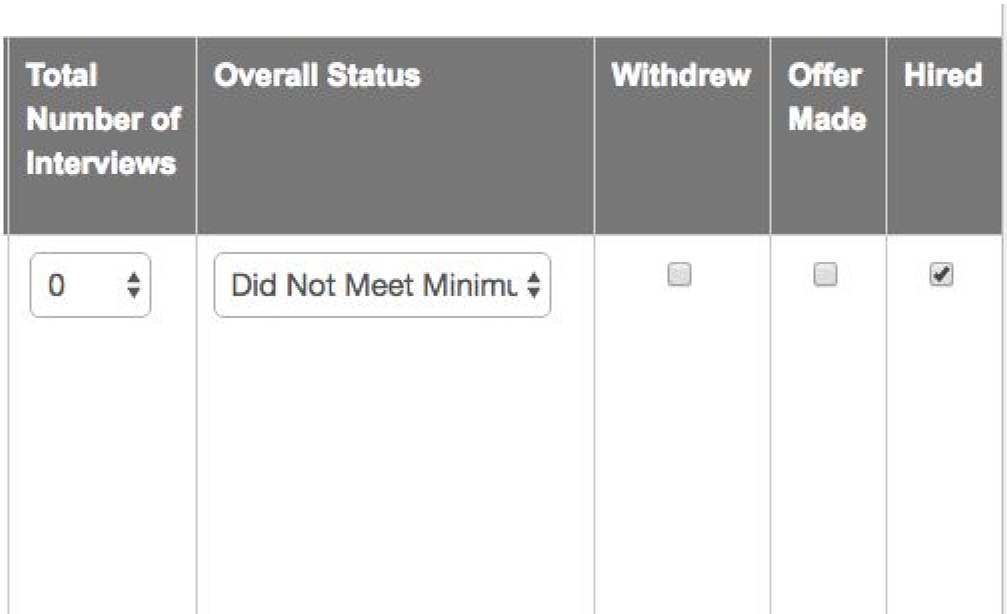
Recommended Training Video: Close Position and Manage Applicant Hiring

**to be recorded.*

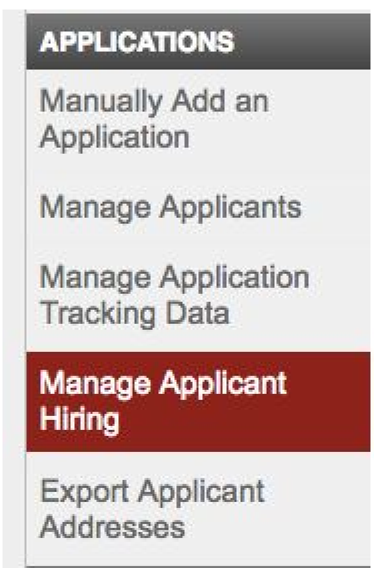
Gather the applicants hiring forms:

- Signed offer letter
- Agreement to Arbitrate Claims form
- E-access form

Then, update the applicant tracking data. Go to "Manage Application Tracking Data" under "Applications" and mark the final candidate "Hired". More than one applicant can be marked as hired.

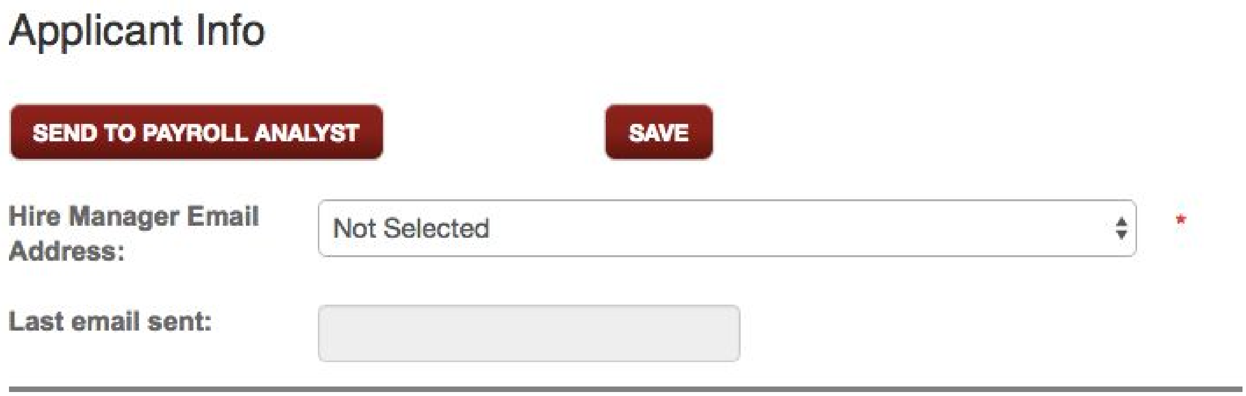


Finally, go to "Manage Applicant Hiring". Fill out the form with all of the applicant's current information. Updated address information will be stored as part of the hire. The applicant's original application information is not changed.



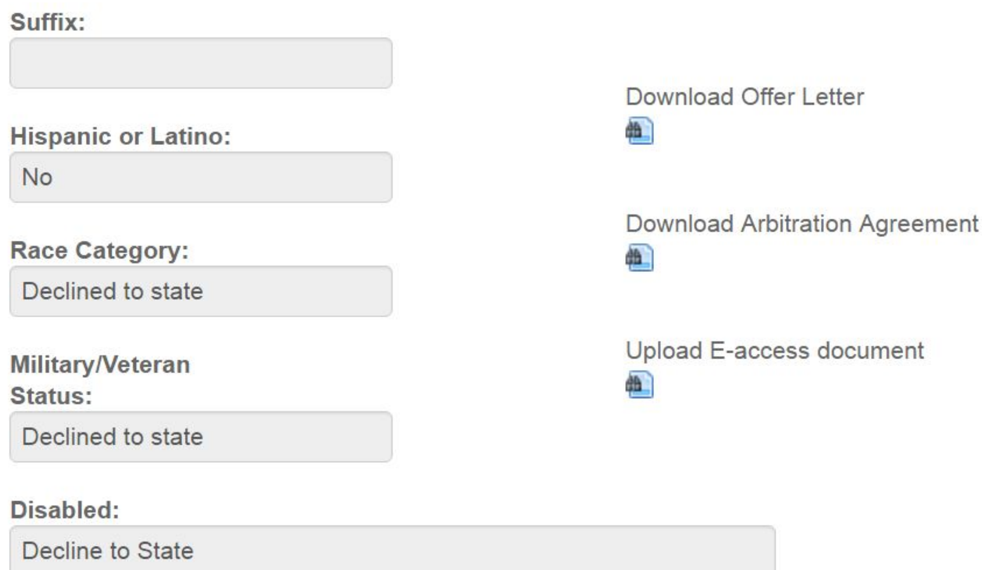
You may click *save* to save your progress

Finally, choose your payroll hr analyst, and click *Send to payroll analyst*. This sends an email to the selected person. The email has a link to a read-only version of the *Manage applicant hiring* page.



The payroll analyst can copy paste the information in the read-only screen to fill the Workday manual hire process. Additionally, they can fill in the hire's:

- Ethnicity/Race
- Disability
- Veteran Status



Frequently Asked Questions about these fields:

- *Location:* please follow HR recommendations for location, or make a note that your Payroll Analyst can use.
- *Job Profile:* please follow your school's recommendations for job profiles and job code.

- *Scheduled Weekly Hours:* for Full-time faculty, enter 40.
- *Annual Work Period (AWP):* enter their contract length here. For example, full-time annual faculty generally have a 9 month contract. Clinical faculty at Keck generally have a 12 month contract.
- *Disbursement Plan Period(DPP):* at hire, the *DPP*, must match the AWP. Later, faculty can sign an affidavit to spread their pay . E.g (AWP = 9 and DPP = 12).
- *Job Exempt (FLSA):* fill in the checkbox if your hire is paid Monthly. Don't check the box for Hourly pay.

Notifying the Applicant Pool

Currently, it is not possible to send a mass email to all of the candidates who were not selected. To generate the list of applicants' email addresses, go to "Export Applicant Addresses" and use a third-party program like Outlook to send an email.

HIRE IN PEOPLEADMIN (Will be retired in Spring 2017) *noted on 10/27/2017

Open the posting that needs to be closed from the "Postings" tab and click on "Take Action on Posting" and change the posting status to "Filled in FAM".

HIRE IN WORKDAY (for every hire after Spring 2017 given PA retirement)

Follow the Quick Resource Guides for Hiring and for Closing Job Requisition/Close Position.

To finalize hiring, at the appropriate time, send to Payroll a copy of the signed offer letters, signed Agreement to Arbitrate Claims, I-9, and other standard documents. Send a copy of the signed offer letter and signed Agreement to Arbitrate Claims to the Office of the Vice Provost for Faculty Affairs so that they can be added to the faculty member's "gold" files or follow your school's internal procedures to get those documents into the "gold" files.

Set up eAccess or iVIP process if appropriate to get the faculty member access to university systems prior to his or her start date.

Background Screening

Start the hiring notification for the final candidate in the child requisition and request a background check.

A. You can do background checks using a pdf form used by hr. The form is for postings done in FAM.

B. Info: http://hrdivd.usc.edu/hra/i-background_screening.html

C. The form:
https://talent.usc.edu/files/2015/09/Clinical_faculty_internal_promotions_and_resource_employee_screening.pdf

VARIATIONS

POSTING AN OPEN RANK FULL-TIME POSITION

Departments have the option to post for a full-time position even when uncertain as to the rank of the final candidate.

Question:

One of our departments is posting a FT tenured faculty position but is open to hiring either an associate professor or professor. How do I go about creating the Workday requisition for this? Do I just use the lesser rank/title and job code? Would it apply similarly to the FAM posting (check boxes for both associate professor and professor)?

Answer:

Create one Workday requisition for the higher rank/title. ~~Then through the integration, a posting in PeopleAdmin will be created.~~ In the job description in ~~PeopleAdmin,~~ workday, indicate that the position hired could be at the associate professor or professor rank. Within FAM, yes, you can edit the position to allow for multiple ranks; just check the boxes.

If it then turns out in the final recruitment process that the school decides to hire at the lesser rank, you would “copy req” in Workday, which then triggers another posting in ~~PeopleAdmin~~ Workday. In the job description of the new ~~PeopleAdmin~~ posting, write that this is a “copy req” of the original Workday requisition and say that the position was recruited in FAM. No need to post this ~~PeopleAdmin~~ posting because you’ve already done the recruiting process via the original Workday requisition. Close the position in ~~PeopleAdmin~~ Workday and enter the candidate’s information in the Workday position for the lesser rank.

~~Follow-up Question:~~

~~When “copying the req” in Workday, would I then create a “Posting Waiver” requisition in PeopleAdmin? Or just a regular PeopleAdmin requisition with the added verbiage as you suggest above?~~

~~Follow-up Answer:~~

~~Just a regular PeopleAdmin requisition with the added verbiage as a replacement for the job description because the job description would have been added already in the original PeopleAdmin requisition.~~

POSTING A STANDING FULL-TIME POSITION USING FAM

Sometimes a school will need to hire multiple people for the same job type. As an example, a school would like to hire 10 full-time lecturers. Rather than post 10 requisitions for the same 10 openings and having applicants apply individually to each of those 10 openings, a school can post a standing position and collect a pool of applicants.

Note that each new position still needs its own Workday Position ID.

1. Create a position and requisition in Workday for each position. As an example, If hiring 10 new full-time lecturers in the same department, then create 10 Workday Requisition and Position IDs.
2. The requisition goes through the approval process in Workday according to established business procedures.
3. Once the requisition is approved, information is passed through to PeopleAdmin via an integration at 9:00 a.m. every morning.
4. Select one Workday Position ID as the "primary" position ID ~~that will be linked to the one PeopleAdmin job posting that will be created.~~
5. Create one job requisition ~~in PeopleAdmin.~~ This job requisition will be used to direct all applicants to FAM to develop a candidate pool to fill the multiple Workday Position IDs.
6. Simultaneously, create the position in FAM.
7. Copy Requisition number from Workday and enter into the new FAM position.
8. ~~Be sure to uncheck "Accept Online Applications?" in the Settings tab of the posting, click on "Updated Settings", and then change the posting status to "Posted". Doing so removes the ability of candidates to apply for PeopleAdmin and prevents having to review applicants in both PeopleAdmin and in FAM.~~
9. Make live the ~~PeopleAdmin~~ job requisition on ~~http://jobs.usc.edu~~ usccareers.usc.edu and active in FAM to begin collecting applications. The posting must be live for at least 5 calendar days.
10. Applicants will be directed to FAM.
11. Proceed with reviewing applicants in FAM as usual.
12. As final candidates are selected from the pool of candidates, issue an offer letter as usual following established business procedures.
13. Once a signed offer letter and Agreement to Arbitrate Claims are received, mark that applicant as "hired" in the "Manage Application Tracking" data screen in FAM.
14. Do not mark the FAM position as "closed".
15. In one of the Workday Position IDs, *but not the primary Workday Position ID*, enter that candidate's name and contact information.
16. ~~Keep live the PeopleAdmin~~ Keep the posting live (Workday and FAM) until all openings have been filled.
17. (If needed) Add Workday Position IDs when additional candidates need to be hired from the applicant pool.
18. When the last candidate has been hired:

- Mark that last candidate as "hired" in FAM. More than one candidate can be flagged as "hired" within the applicant pool.
- Mark the position as "closed" in FAM.
- Enter the last candidate's name and contact information into the primary Workday Position ID.
- ~~Remove from the web the PeopleAdmin~~ Unpost the job posting in Workday (or until the standing posting is removed at the end of the year).

POSTING A STANDING FULL-TIME POSITION NOT USING FAM

Sometimes a school will need to hire multiple people for the same job type. As an example, a school would like to hire 10 full-time lecturers. Rather than post 10 requisitions for the same 10 openings and having applicants apply individually to each of those 10 openings, a school can post a standing position and collect a pool of applicants.

Note that each new position still needs its own Workday Position ID.

1. Create a position and requisition in Workday for each position. As an example, If hiring 10 new full-time lecturers in the same department, then create 10 Workday Requisition and Position IDs.
2. The requisition goes through the approval process in Workday according to established business procedures.
3. ~~Once the requisition is approved, information is passed through to PeopleAdmin via an integration at 9:00 a.m. every morning.~~
4. In ~~PeopleAdmin~~, Workday create one job requisition for each Workday Position ID.
5. Choose one job requisition to serve as the primary requisition (formerly known as the parent requisition). That requisition has to be posted for at least 5 calendar days.
6. Post to the web all of the other job requisitions (formerly known as the child requisitions) and them immediately remove from the web.multiple
7. Applicants will apply directly through *http://usccarreers.usc.edu*.
8. ~~When reviewing applicants in PeopleAdmin, update the candidate status fields and add notes as appropriate.~~ Update applicant status in FAM as they are reviewed.
9. As final candidates are selected from the pool of candidates in the primary job posting, move the final candidate to a child requisition.
10. Issue an offer letter as usual following established business procedures.
11. ~~Once a signed offer letter and Agreement to Arbitrate Claims are received, update the final candidate's hiring notification status in the child job requisition in PeopleAdmin as "Hire Type Finalized".~~ Update the applicant tracking screen to check "Offer" next to the applicant.
12. Work in the Manage Hire screen to complete the hire.
13. Ensure the employee start date is correctly entered in the hiring notification and change the hiring notification status to "Offer Accepted".
14. In the notes section, include a short note with the primary job requisition number from which the applicant was selected.
15. Close the child job requisition in ~~PeopleAdmin.~~ Workday
16. Once the candidate is transferred to Workday, complete the hiring process for the new employee.
17. Keep live the primary ~~PeopleAdmin~~ posting until all position have been filled (or until the standing posting is closed at the end of year).
18. When the last candidate has been identified:
    - Start and complete the hiring notification process for this candidate (including background check) in the primary posting.
    - Close the primary posting ~~in PeopleAdmin.~~
    - Complete the hire process in Workday. In other words, hire the final candidate into the main Workday Position ID that is still open.

POSTING A STANDING PART-TIME POSITION

~~*As of Fall 2016, you may gather application for Part-time postings using FAM. Please do this! People Admin will be retired in Spring 2017. Workday will be used to post to the usc jobs board.~~

* People admin will be taken down as well as the jobs.usc.edu job board on March 1, 2017

1. Create a Workday Position and Requisition ID for each opening.
2. The requisition goes through the approval process in Workday according to established business procedures. See https://workdayhelp.usc.edu for details.

3. ~~Once the requisition is approved, information is passed through to PeopleAdmin via an integration at 9:00 a.m. every morning.~~
4. ~~In PeopleAdmin, create one job requisition for each Workday Position ID.~~
5. Choose one job requisition to serve as the primary requisition (formerly known as the parent requisition). That requisition has to be posted for at least 5 calendar days.
6. Post to the web all of the other job requisitions (formerly known as the child requisitions) and then immediately remove from the web.
7. Applicants will apply directly through ~~http://jobs.usc.edu.~~ https://usccareers.usc.edu
8. ~~When reviewing applicants in PeopleAdmin, update the candidate status fields and add notes as appropriate.~~
9. ~~As final candidates are selected from the pool of candidates in the primary job posting, move the final candidate to a child requisition.~~
10. Background screen: see Background Screening section
11. Once the background check is completed, Issue an offer letter as usual following established business procedures. Or, follow your standard procedure.
12. ~~Once a signed offer letter and Agreement to Arbitrate Claims are received, update the final candidate's hiring notification status in the child job requisition in PeopleAdmin as "Hire Type Finalized".~~ Click the checkbox in the FAM "Applicant Tracking Data" the applicant to "Offer" when you are negotiating and extending an offer. When you are ready to collect signed Arbitration and other hire documents, click "Hire" and then click the left-nav link for "Manage Applicant Hiring" in FAM.
13. Complete other information on the FAM Hiring Screen.
14. ~~Ensure the employee start date is correctly entered in the hiring notification and change the hiring notification status to "Offer Accepted".~~
15. ~~In the notes section, include a short note with the primary job requisition number from which the applicant was selected.~~
16. ~~Close the child job requisition in PeopleAdmin.~~
17. ~~Once the candidate is transferred to Workday, complete the hiring process for the new employee.~~ In the "Manage Applicant Hiring" screen, send the hire to your HR Payroll Analyst using the "Send to Payroll Analyst" button.
18. ~~Keep live the primary PeopleAdmin posting until all position have been filled (or until the standing posting is closed at the end of year)~~ Keep the "parent"Requisition posted in workday->jobs board until all positions have been filled for that posting/req.
19. When the last candidate has been identified:
    - Start and complete the hiring notification process for this candidate (including background check) in the primary posting.
    - Close the primary posting ~~in PeopleAdmin.~~ Workday
    - Complete the hire process in FAM and then Workday (with the Payroll Analyst). In other words, hire the final candidate into the main Workday Position ID that is still open.

User Management

FAM includes school-wide permissions:

-

School Name	View All Positions	Add a New Position	Default Email Text and Code Lists	Manage Questionnaire s	View Questionnaire Answers

FAM has settings for each user permissions and has the concept of a user belonging to a school. If you user belongs to a school or schools, they optionally have these permissions.

Position Permissions

Edit Positions
Close Positions
View Comment Report: This allows a committee member to view others comments.
Manage Attachments
Manage Email Text
Manage Code Lists
Manage Committee Access
Manage Application Tracking Data
Set Application Status

Hire Permissions

View Hires
Manage Hires

Applicant Permissions

Manually Add an Application
Manually Add a Referrer
Export Applicant Addresses

User Permissions

Create New User;
Edit User;
Edit Permissions

Set School Memberships

Referrer Permissions

Manually Send Out Emails to Referrers
Manage Referrer Confirmation Message
Download Completed Referrers Report

- By default, a committee member can submit comments. Than can additionally see others comments with the “View comment report”.

RESOURCES

For help with FAM: Write to *FAShelp@provost.usc.edu* or call (213) 740-6715.

Workday Help

http://workdayhelp.usc.edu/hr-professionals/referencetools/

For Quick Reference Guides (QRG) on how to use Workday. Includes QRG for creating job requisitions and positions, closing job requisitions and postings, and hiring.

FAM Training

http://www.youtube.com/user/FacultyAffairsSuite

For short videos on specific screens or tasks within Faculty Application Manager (FAM).

~~PeopleAdmin Help~~

~~*http://trojanlearn.usc.edu*~~

~~Type "PeopleAdmin" in the Search bar. There is a video on how to manage a faculty posting in PeopleAdmin.~~

Deans' Portal

https://deans.usc.edu

For policies and forms specific to all faculty affairs issues.