

## Lydia Lee

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**Sent:** Thursday, August 23, 2018 3:11 PM  
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**Cc:** David Kenneth Haugland; John B Jividen  
**Subject:** Recruitment and Hiring Reminders

Dear Faculty Hiring and Recruitment Teams,

As we enter a new academic year, and work through the cycle of hiring and recruitment that comes with it, we would like to remind you of several key aspects of recruiting and hiring expectations here at USC, in addition to some recent developments in our obligations as an employer in the state of California:

- All jobs must be posted for a minimum of five days.
- All job seekers must apply to positions within our central university systems, including FAM for faculty and Workday Recruiting for staff.
- We cannot ask about or use prior pay to set new employees' base salaries.
- Background checks may not be initiated—with very limited exceptions, which must be approved—either informally or formally, until after a conditional offer of employment has been accepted by the final candidate.
- California law now requires that we provide salary ranges to job seekers for open positions upon a reasonable request.

We know this is a stressful time of year, but please keep these key points in mind as you progress through the season. If you have any questions about these items, or other issues related to hiring and recruitment, please do not hesitate to contact David Haugland in the Office of the Vice Provost of Academic and Faculty Affairs at (213) 740-6715, or Patrick Noonan in the Office of Equity and Diversity at (213) 740-5086.

Sincerely,

Your Provost and OED Partners

**Patrick R. Noonan, J.D.** | Employment Equity & Compliance Coordinator

**University of Southern California**

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Pronouns: He/Him/His

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