

**TEMPORARY STAFF HIRE CHECKLIST**

School of Medicine

NAME: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DEPT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ CONTACT: \_\_\_\_\_

**Employee's Emergency Contact (Name/Relationship/Telephone):**

- [Health Risk Assessment Form](#) (sent to SOM HR before hire date)
- Health Risk Assessment Form **on file**
- [Post Teri/Retirement](#) – Department Head/Chair must sign letter first and then send to Dean's Office for approval prior to making offer and/or completing hiring packet. Must be on USC School of Medicine letterhead.
- [SLED/Background Checklist](#) (sent to SOM HR before hire date)
- [SLED](#) or [Background Authorization Form](#) (sent to SOM HR before hire date)
- [IS-1](#), Advance Notice of Prospective Non-U.S. citizen employee, if needed.

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- [ACA Marketplace Exchange Notice to Employee](#)
- [ACA Marketplace Exchange Acknowledgment of Receipt](#) (Send with Hire Checklist)
- [Application for Temporary Employment](#), back page completed
- E-verify
- [I-9](#), Employment Eligibility Verification
- Malpractice – 60 day advance process, to Dawn Bruce
- [Offer of Temporary Employment](#)
- [Orientation check sheet for Temporary Employees](#)
- [PBP-2](#) Non-FTE/Non-Student Positions
- [Teri/Retirement RGF Employment Offer Letter](#)
- [SCRS](#) – Election of Non-Membership Form
- [Work Locator Form](#) on file (no change in work location for re-hire/re-appointment)
- Work Locator Form (if new hire or if location of re-hire/reappointment is different from form on file)

**REHIRE/EXTENSION POST-TERI/POST-RETIREMENT**

- [PBP-2-PT-R](#) Rehire/Extension Post-TERI/Post-Retirement
- [PBP-2-TR](#) Rehire/Extension Temporary Positions
- [Post-Teri/Retirement Employment Offer Letter](#)
- [Post-Teri/Retirement RGF Employment Offer Letter](#)