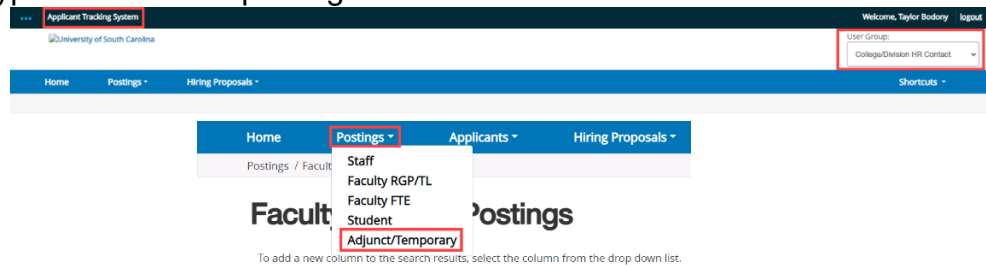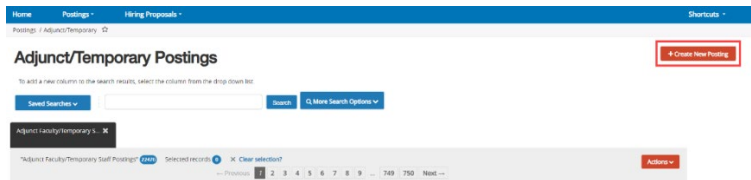# Creating a Posting
Adjunct Faculty/Temporary Staff

The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.

2) Click the Create New Posting button found in the upper righthand corner of the screen.

3) Select the option you would like to create the posting from. **Use the chart below to determine what your position type should be created from**.
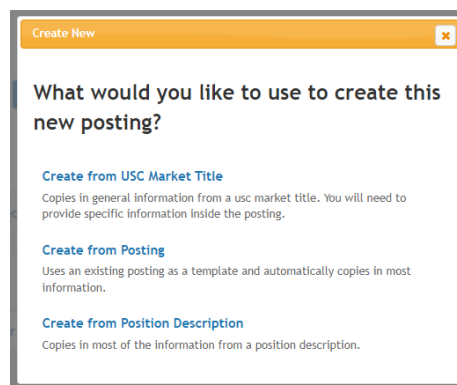
Position Type	Create From
Adjunct Faculty	USC Market Title OR Create from Posting
Temporary Staff (Hourly)	USC Market Title OR Create from Posting
Temporary Staff (Exempt)	Position Description OR Create from Posting

Revised August 2023

Creating a Posting
Adjunct Faculty/Temporary Staff

- If there is a posting that was created that is identical to the posting that needs to be created, you can use the **Create from Posting Option**. **If there is an established PD, you must Create from Position Description (unless previous posting exists).**

4) Locate the market title, previous posting, or position description (depending on your selection) you would like to advertise by entering the title in the keyword search area, or scroll down the page to locate the position.

5) Hover over the Actions button to the right side of the position chosen and select Create From.
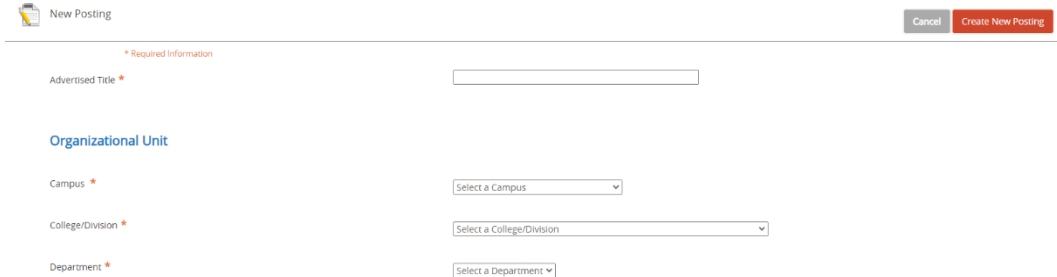
Creating a Posting
Adjunct Faculty/Temporary Staff

6) The system will generate a posting settings page for New Posting. Input all information that is required and is marked with an asterisk.

7) The following section will list various job alert categories. Click in the box to the left of the category to select it.
Note: You can select as many categories as applicable for the posting.

8) The Applicant Workflow section will have a singular field with a drop-down menu. This selection allows you to select what status is placed on an application when it is submitted. The only available option is Under Review by Department/Committee.

Optional: References Section

9) In the References section, you have the option to initiate an automated reference collection process through PeopleAdmin when creating a posting. This process will allow reference letter providers to submit confidential letters of recommendation directly to the PeopleAdmin system via email. Review the [Automated Reference Letter Collection Process](#) job aid for additional information.

Creating a Posting
## Adjunct Faculty/Temporary Staff

10) In addition to the required fields, you must select the Accepted Application Form. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary staff, you will need to select the USC Temporary Application.

Accepted Application Forms

☐ USC Adjunct Faculty Application

☐ USC Temporary Application

11) Once the information is completed on the posting settings page, click the Create New Posting button to move forward.

Cancel   **Create New Posting**
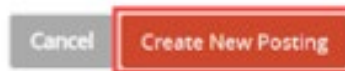
12) <u>Posting Details:</u> Select an appropriate logo for the posting. Select the appropriate logo by copying the URL next to the image and pasting it in the red box at the top of the page. **You must copy/paste the entire link including the < and > at the start and end in order for the logo to appear.**

Creating a Posting
Adjunct Faculty/Temporary Staff

13) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required.

Note: The Advertised Salary Range field will accept alpha and numeric characters. If a numeric character is entered, a dollar sign will need to be added.

14) Under the Position Description section, enter text for the Advertised Job Summary, Required Education and Experience, and Preferred Qualifications. This information will be used on the job advertisement across various job boards. **If creating a posting from an established position description, these fields will automatically populate. The minimum requirements and preferred qualifications will not be editable.**

Creating a Posting
Adjunct Faculty/Temporary Staff

15) Enter more specifics for the posting under the Posting Detail Information Section. In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses <u>must</u> be added. More than one applicant reviewer can be added. Once complete, click Save & Continue.

Posting Detail Information

Field	
* Will you be recruiting from a world wide talent pool?	[dropdown] — This field is required.
* Desired Start Date	MM/DD/YYYY — This field is required.
* HR Contact Information	Select an Option — This field is required.
* HR Contact Phone Number	[blank] — This field is required.
* Applicant Reviewer Access	Select Some Options — *Select all individuals authorized to manage the applicant's status.* This field is required.
Initiator Access	Select Some Options — *Select those who are authorized to modify the position description.*
Job Open Date	MM/DD/YYYY
Minimum Posting Period Ends	
Job Close Date	MM/DD/YYYY
Open Until Filled	☐
Special Instructions to Applicant	[text editor]

16) <u>Position Attributes:</u> Complete all fields marked with an asterisk.

Position Attributes

[Save] [<< Prev] [Save & Continue]

Employees in Safety-Sensitive or Security-Sensitive positions will be subject to pre-employment and post-employment drug testing in accordance with University policy HR 1.95 Drug and Alcohol Testing.

Field	
Safety/Security Sensitive or Requires a CDL	[dropdown]
Hazardous weather category	[dropdown]

[Save] [<< Prev] [Save & Continue]

Creating a Posting
Adjunct Faculty/Temporary Staff

17) <u>Supplemental Questions</u>: The system will allow you to add qualifying questions for applicants to complete. Refer to the [Quick Guide for Adding Supplemental Questions](#).

18) <u>Applicant Documents</u>: You can select document types that you would like applicants to upload along with their application. (i.e. cover letter, resume, curriculum vitae, etc.)

- The curriculum vitae will need to be listed as a required document for all faculty positions. The faculty application does not include a section to include employment or education experience.

Creating a Posting
Adjunct Faculty/Temporary Staff

19) Guest Users: A guest user can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels. This includes Affiliates and student employees as they do not have access in PeopleAdmin.

Guest User	Save	<< Prev	Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

	Save	<< Prev	Save & Continue

20) Search Committee: You can identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User, this will bring you to a screen where you can select an existing user. You can search by name or department. Locate the member you want to add and click on Add Member. Refer to the Quick User Guide on Adding Search Committee Members and Evaluative Criteria.

Search Committee	Save	<< Prev	Save & Continue

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User   Create New User Account

	Save	<< Prev	Save & Continue

21) <u>Evaluative Criteria:</u> You can add criteria that you would like your search committee members to use to assess each candidate. This works similar to supplemental questions. Click on Add a Criterion – Select Category. Select the questions you want the committee to assess the applicant on and click submit. Refer to the <u>Quick User Guide on Adding Search Committee Members and Evaluative Criteria</u>.

Optional:

22) <u>Reference Letter:</u> You can enter the minimum number of reference letter requests you would like to receive electronically and or the maximum number of reference letter requests you would like to receive. A recommendation deadline can also be created as well as any special instructions or messages you would like to send to the reference letter providers. **It is highly recommended that a deadline is not included. This may eliminate providers from uploading letters.** (Example: If a posting is open until filled, having a deadline for the recommendation letters, may cause applicants that apply after the deadline date and until the position is closed, to run into an issue with getting their letters uploaded or applicants.)
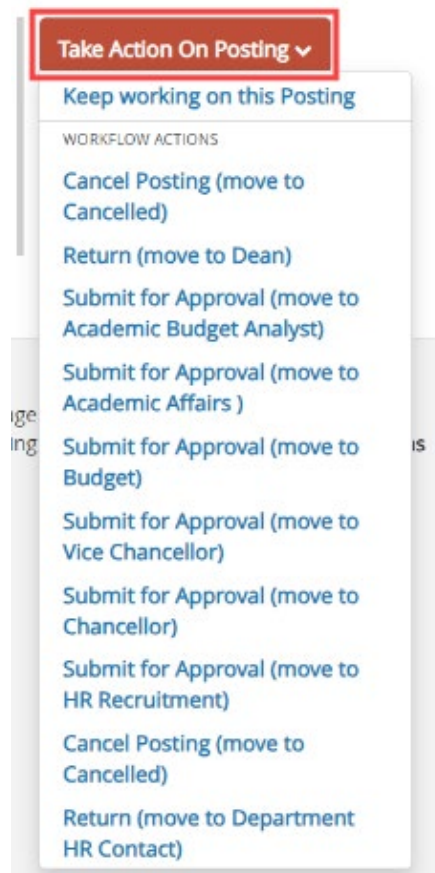
Creating a Posting
Adjunct Faculty/Temporary Staff

23) Review all your information. When you reach the Summary Tab, any section that has an orange exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.
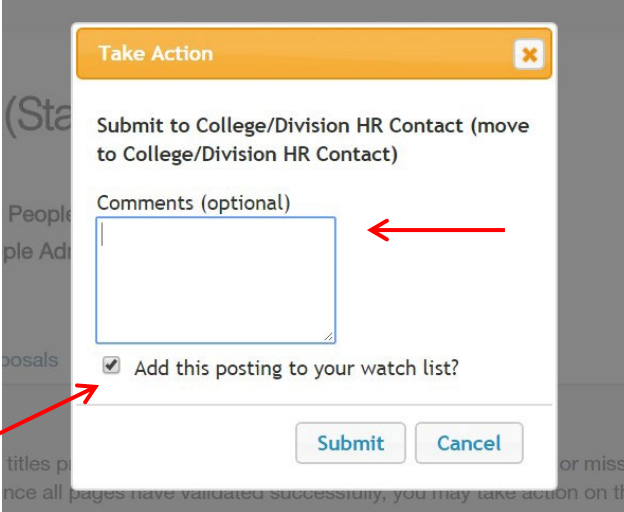

🔴 Posting Details ✏️

24) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.

- Initiator and Department route to College/Division HR.
- College/Division HR can route internally to Dean or Academic Budget Analyst if internal workflow deems appropriate.
- College/Division HR can route to HR Recruitment for posting.

Take Action On Posting ⌄

Keep working on this Posting

WORKFLOW ACTIONS

Cancel Posting (move to Cancelled)

Return (move to Dean)

Submit for Approval (move to Academic Budget Analyst)

Submit for Approval (move to Academic Affairs)

Submit for Approval (move to Budget)

Submit for Approval (move to Vice Chancellor)

Submit for Approval (move to Chancellor)

Submit for Approval (move to HR Recruitment)

Cancel Posting (move to Cancelled)

Return (move to Department HR Contact)

Creating a Posting
Adjunct Faculty/Temporary Staff

25) You can add comments in the Comment Box. Keep in mind these comments appear in the message sent to the next approver in the workflow and become a **permanent part of the recruitment record and cannot be removed**.

- If you would like to add this posting to your watch list, it can be selected at this time.

26) Once the action is complete, you will receive a message at the top of the page letting you know the posting was successfully transitioned.