

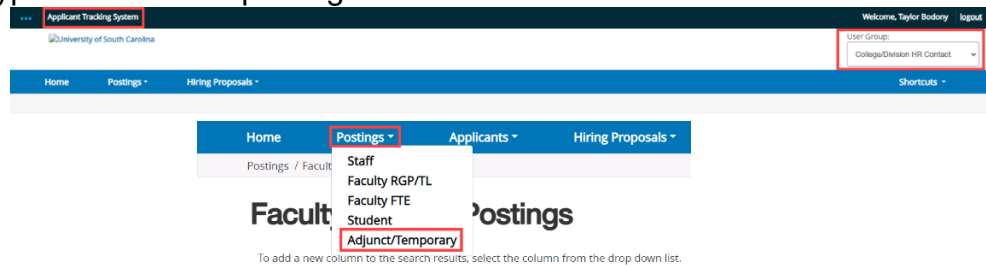
# Creating a Posting

## Adjunct Faculty/Temporary Staff

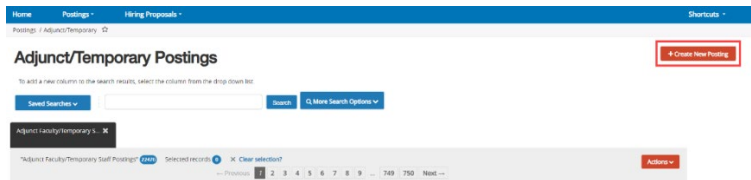
The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

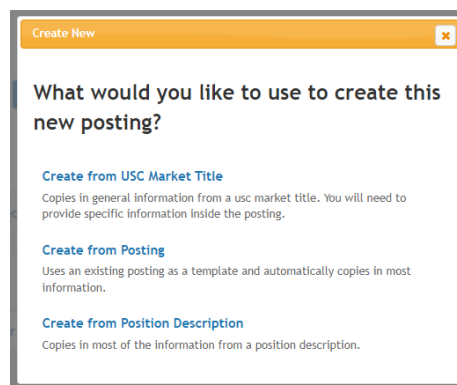
1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.



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

# Creating a Posting

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- 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.

### Adjunct/Temporary USC Market Titles

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

Adjunct/Temporary - Classif.

"Adjunct/Temporary - Classifications" 24

← Previous 1 2 3 4 5 6 7 8 9 ... 12 13 Next →

Classification Title	Class Code	USC Market Title Status	(Actions)
Human Resource Manager II	AG15	Approved	Actions
Building/Grounds Specialist III	KA15	Approved	Actions
Human Resources Director I	AG20	Approved	Actions
Building/Grounds Supervisor I	KA20	Approved	Actions
Human Resources Director II	AG25	Approved	Actions
Building/Grounds Supervisor II	KA25	Approved	Actions
Instructor/Training Coordinator I	AG30	Approved	Actions
Building/Grounds Manager	KA30	Approved	Actions

- 5) Hover over the Actions button to the right side of the position chosen and select Create From.

← Previous 1 2 3 4 5 6 7 8 9 ... 12 13 Next →

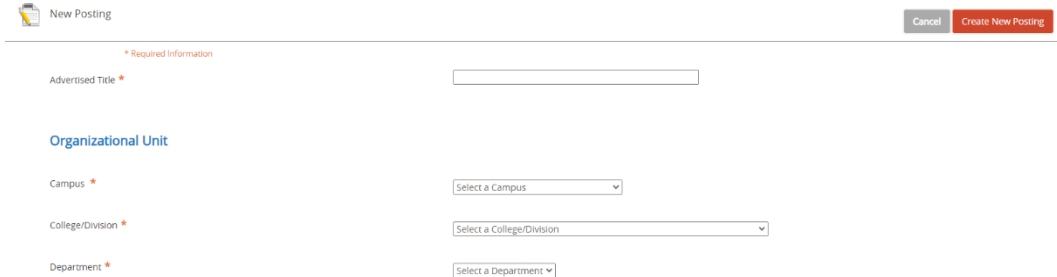
Class Code	USC Market Title Status	(Actions)
AG15	Approved	Actions
KA15	Approved	Actions
AG20	Approved	Actions
KA20	Approved	Actions
AG25	Approved	Actions
KA25	Approved	Actions
AG30	Approved	Actions
KA30	Approved	Actions
AG35	Approved	Actions

GENERAL  
View USC Market Title  
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.



New Posting

\* Required Information

Advised Title \*

Organizational Unit

Campus \*  
Select a Campus

College/Division \*  
Select a College/Division

Department \*  
Select a Department

Cancel Create New Posting

- 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.

Job Alert

Job Alert Categories

Academic Administration

Academic Advising

Accounting

Administrative

Admissions

Alumni Management

Animal Care

Arts & Humanities

Athletics Administration

- 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.

#### Applicant Workflow

Workflow State

Under Review by Department/Committee

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

#### 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

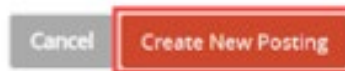
- 10) In addition to the required fields, you must select the Accepted Application Form. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary staff, you will need to select the USC Temporary Application.

### 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.



- 12) Posting Details: 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.**

Posting Details







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[Check spelling](#)  
To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.

\* Required information

Posting Summary

Copy and paste the URL for your school on the box above.

	UNIVERSITY OF <b>South Carolina</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/875380.png"&gt;</small>
	UNIVERSITY OF <b>SOUTH CAROLINA LANCASTER</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19720.jpg"&gt;</small>
	UNIVERSITY OF <b>SOUTH CAROLINA SALKEHATCHIE</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19721.jpg"&gt;</small>
	UNIVERSITY OF <b>SOUTH CAROLINA SUMTER</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19722.jpg"&gt;</small>
	UNIVERSITY OF <b>SOUTH CAROLINA UNION</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19723.jpg"&gt;</small>
	<b>Aiken</b>	<small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/763174.png"&gt;</small>

## 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.

* Is this a replacement?	<input type="text"/>	This field is required.
* If yes, who is the current incumbent?	<input type="text"/>	Enter N/A if there is not a current incumbent. This field is required.
Date of separation or reassignment:	<input type="text" value="MMDDYYYY"/>	
Classification Title	Lecturer	
* Advertised Title	<input type="text" value="Lecturer/ Open Rank"/>	
* Internal Title	<input type="text"/>	This field is required.
* Campus	<input type="text" value="Please select"/>	This field is required.
College/Division	Darla Moore School of Business	
Department	DMSB Management	
* Classification Code	UG72	
* Advertised Salary Range	<input type="text"/>	This field is required.
Census	2200	
EEO Code	C7	
Job Group	29	
Location of Vacancy	<input type="text"/>	<small>If the work location of the position is outside of the affiliated campus, please specify the city and state of the position. For example, a recruiter in Undergraduate Admissions may be located in Chicago, IL or Jersey City, NJ.</small>
* Part/Full Time	<input type="text" value="Please select"/>	This field is required.
* Hours per Week	<input type="text" value="Please select"/>	This field is 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.**

Position Description

B I U L Link Table Text Undo Redo

\* Advertised Job Summary

Please summarize the job purpose and duties for the advertisement of this position.  
This field is required.

B I U L Link Table Text Undo Redo

\* Required Education and Experience

This field is required.

B I U L Link Table Text Undo Redo

\* Preferred Qualifications

This field is required.

# 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 must be added. More than one applicant reviewer can be added. Once complete, click Save & Continue.

Posting Detail Information

Will you be recruiting from a world wide talent pool?  This field is required.

Desired Start Date  This field is required.

HR Contact Information  This field is required.

HR Contact Phone Number  This field is required.

Applicant Reviewer Access  Select all individuals authorized to manage the applicant's status. This field is required.

Initiator Access  Select those who are authorized to modify the position description.

Job Open Date

Minimum Posting Period Ends

Job Close Date

Open Until Filled

Special Instructions to Applicant

- 16) Position Attributes: Complete all fields marked with an asterisk.

Position Attributes Save << Prev Save & Continue

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Position Attributes

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.

Safety/Security Sensitive or Requires a CDL

Hazardous weather category

Save << Prev Save & Continue

# Creating a Posting

## Adjunct Faculty/Temporary Staff

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

Supplemental Questions Save << Prev Save & Continue

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**Adding New Posting Questions:** Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

**Adding Existing Posting Questions:** There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

**Assign Points or Disqualifying Responses:** Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

**Posting Question Options:** Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
<span style="float: right;">Save &lt;&lt; Prev Save &amp; Continue</span>				

18) Applicant Documents: 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.

Applicant Documents Save << Prev Save & Continue

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Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="checkbox"/>	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input style="border: 1px solid red;" type="radio"/>
<input type="checkbox"/>	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 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

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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

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**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



# Creating a Posting

## Adjunct Faculty/Temporary Staff

21) Evaluative Criteria: 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 [Quick User Guide on Adding Search Committee Members and Evaluative Criteria](#).

Evaluative Criteria Save << Prev Save & Continue

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**Adding New Criterion:** Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

**Adding Existing criterion:** There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

**Assign Points:** Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

**Workflow State:** Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

**Criterion Weight:** You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status

Save << Prev Save & Continue

### Optional:

22) Reference Letter: 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.)

Reference Letter Save << Prev Save & Continue

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[Check spelling](#)

Reference Letter Collection

Minimum Requests

Maximum Requests

Recommendation Deadline MMDDYYYY

Provider Special Instructions

These instructions will be included in the email to the reference provider.

Confirmation Message To Provider

This message will be included in the confirmation message the reference provider receives.

Save << Prev Save & Continue

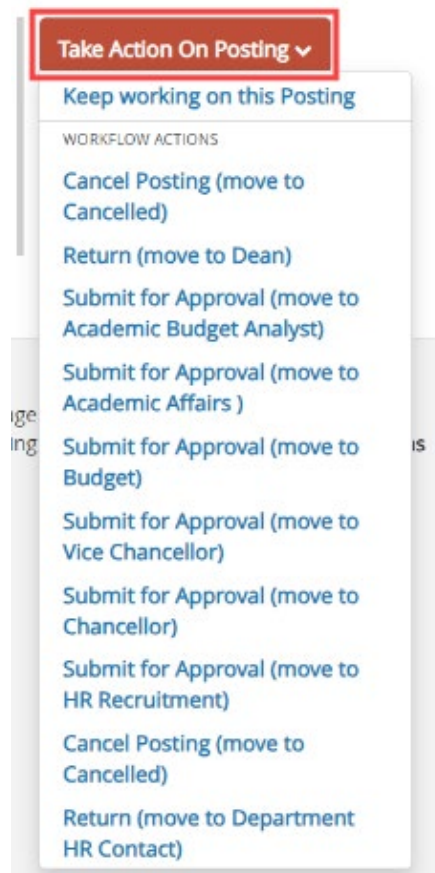
## Creating a Posting Adjunct Faculty/Temporary Staff

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.



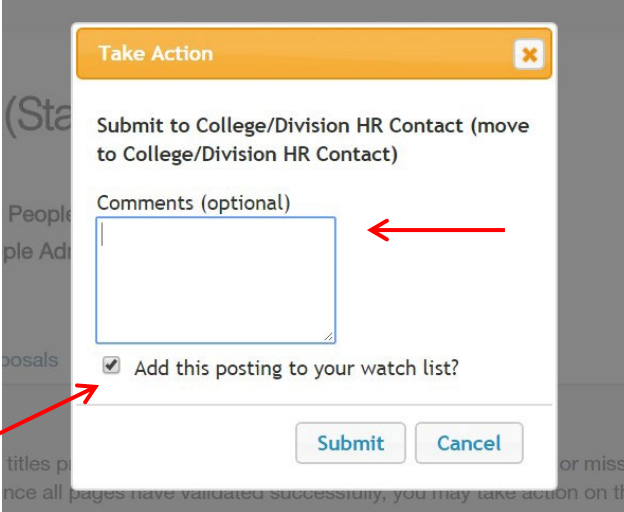
24) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.

- 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.



## 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.



Take Action

Submit to College/Division HR Contact (move to College/Division HR Contact)

Comments (optional)

Add this posting to your watch list?

Submit Cancel

- 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.