UNIVERSITY OF SOUTH CAROLINA
Human Resources

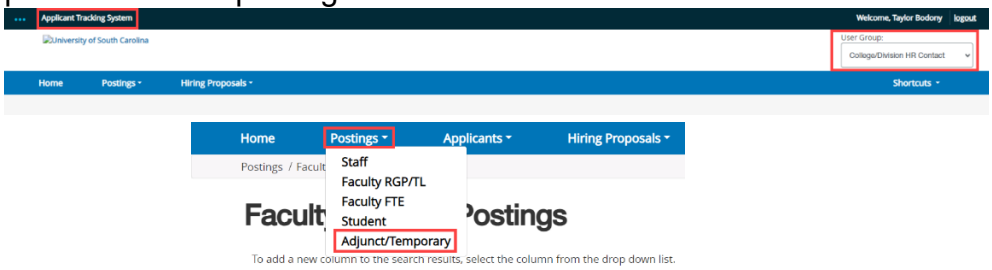
Creating a Posting

Adjunct Faculty/Temporary Staff

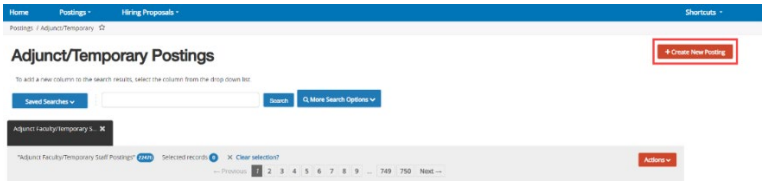
The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

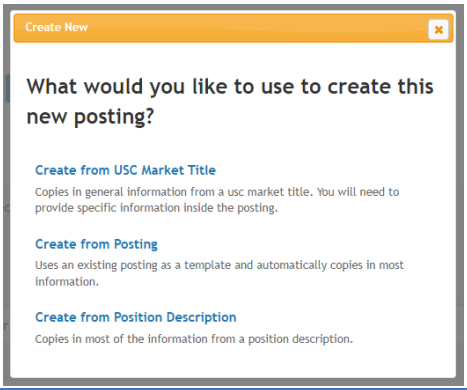
1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.



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

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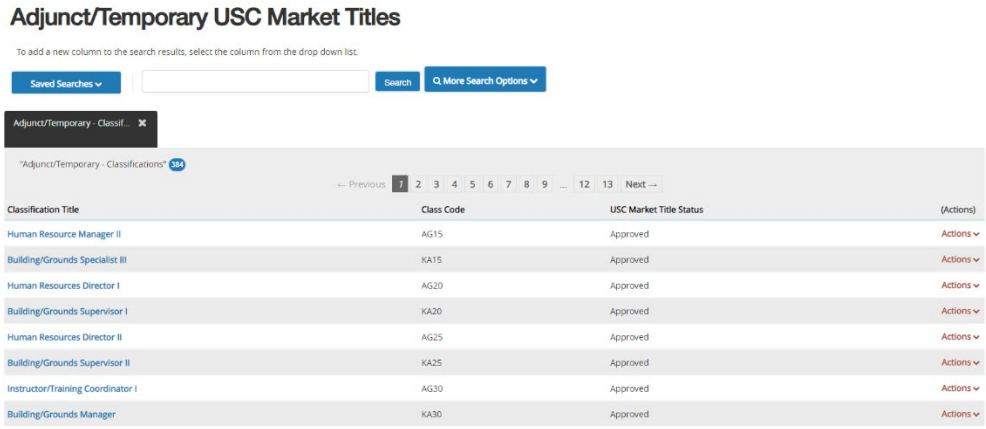
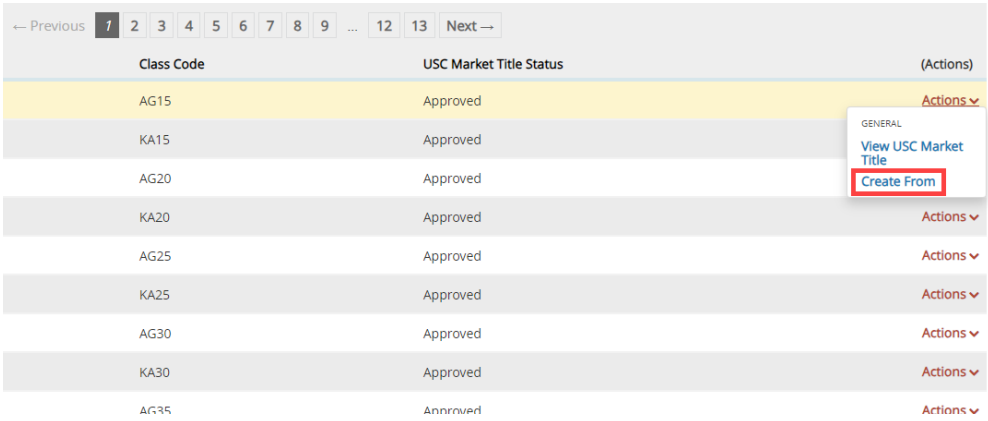
- If there is a posting that was created that is identical to the posting that needs to be created, you can use the **Create from Posting Option**. **If there is an established PD, you must Create from Position Description (unless previous posting exists).**

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.



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



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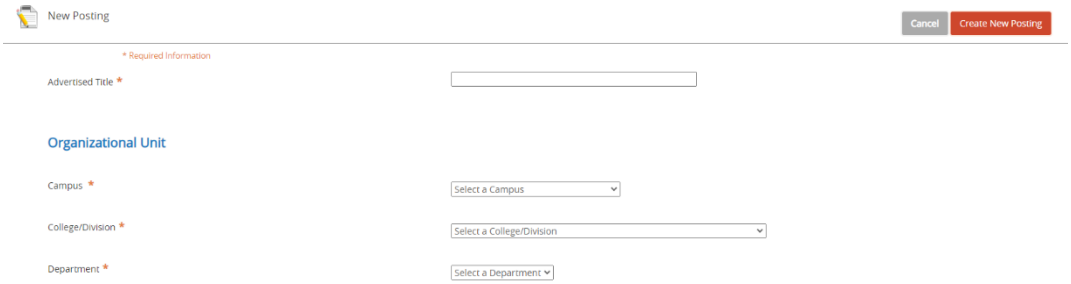
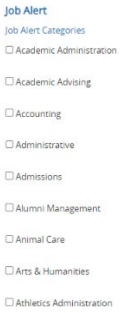
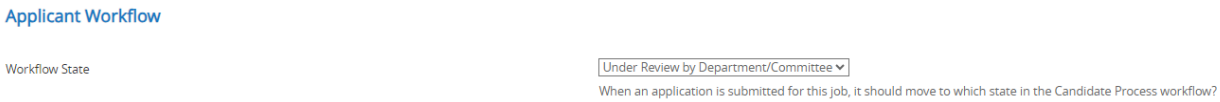
6) The system will generate a posting settings page for New Posting. Input all information that is required and is marked with an asterisk.



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.

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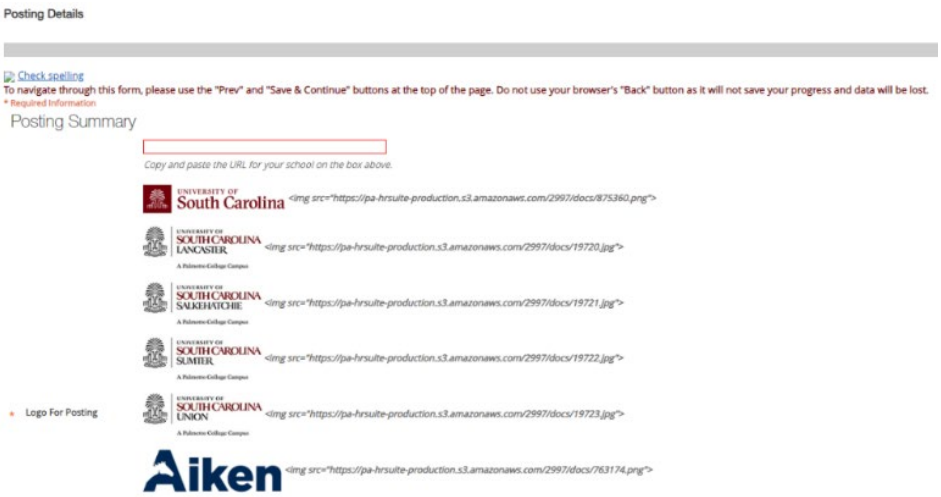
10) In addition to the required fields, you must select the Accepted Application Form. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary staff, you will need to select the USC Temporary Application.

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

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.**



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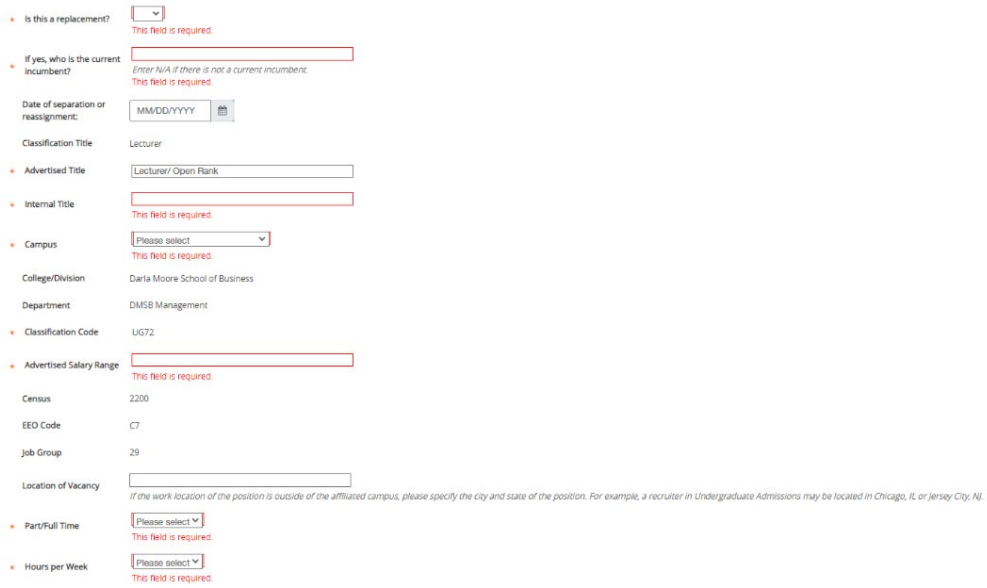
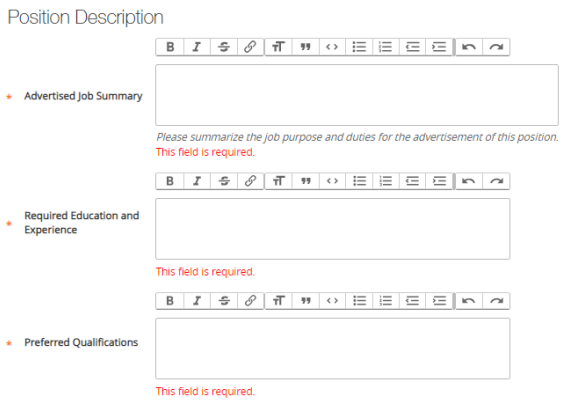
13) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required.



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.**



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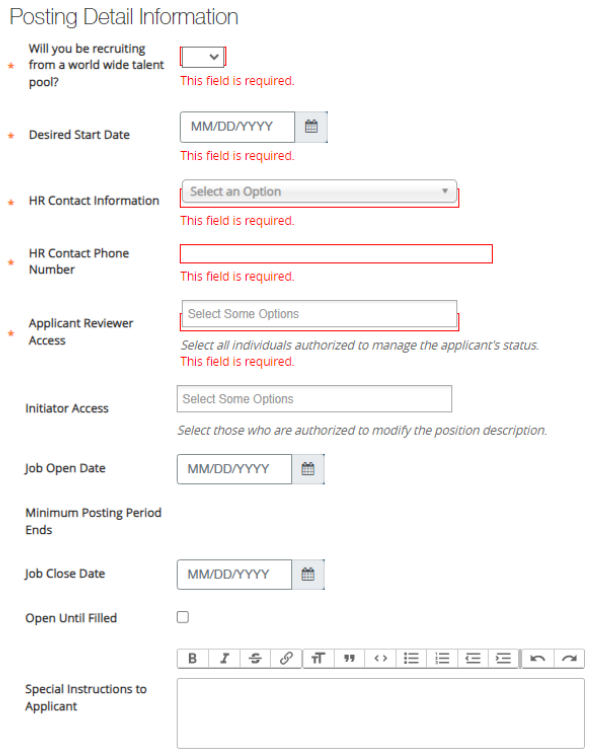
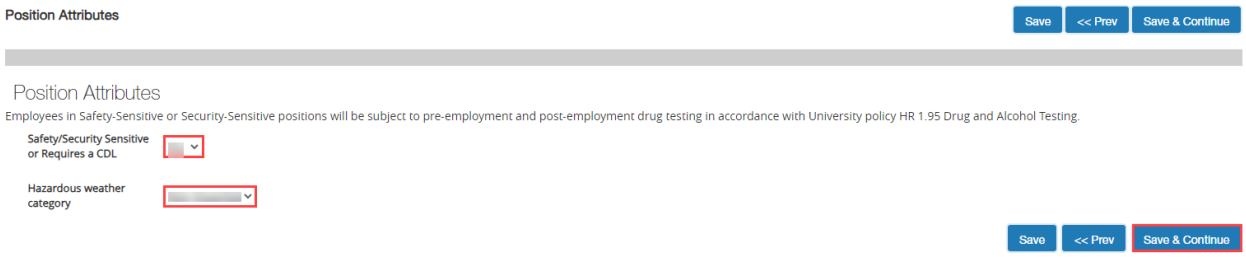
15) Enter more specifics for the posting under the Posting Detail Information Section. In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses must be added. More than one applicant reviewer can be added. Once complete, click Save &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



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



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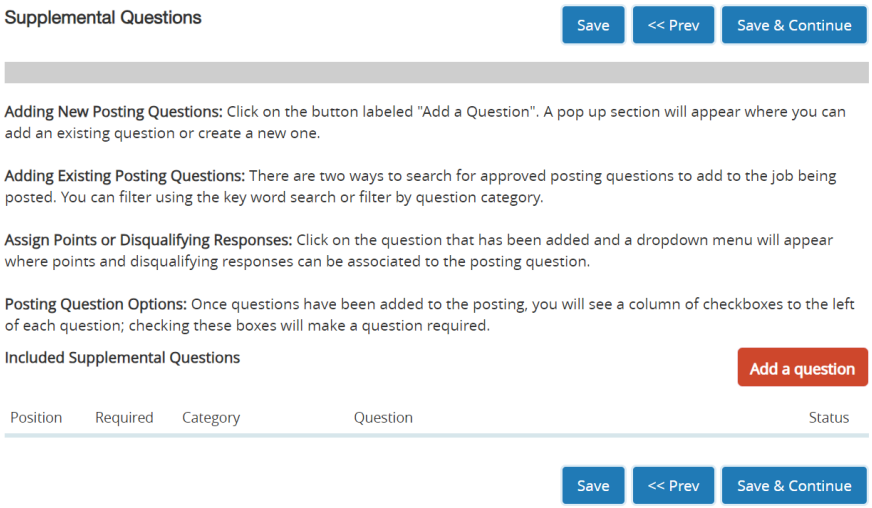
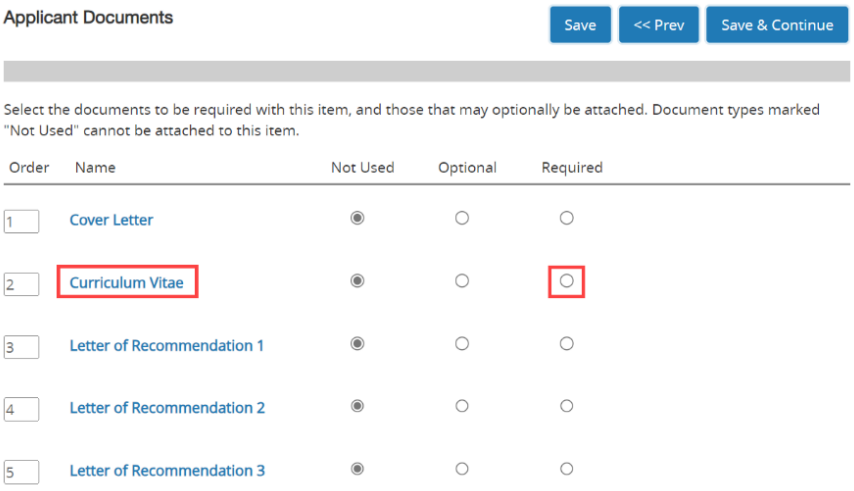
17) Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. Refer to the Quick Guide for Adding Supplemental Questions.



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.



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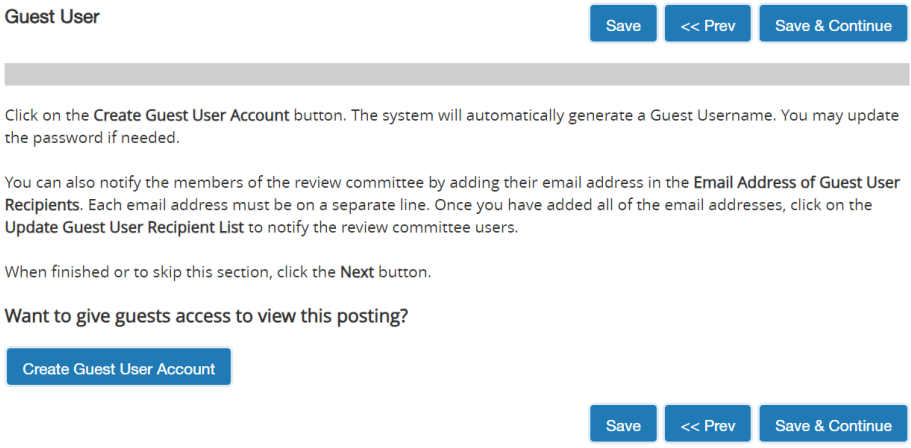
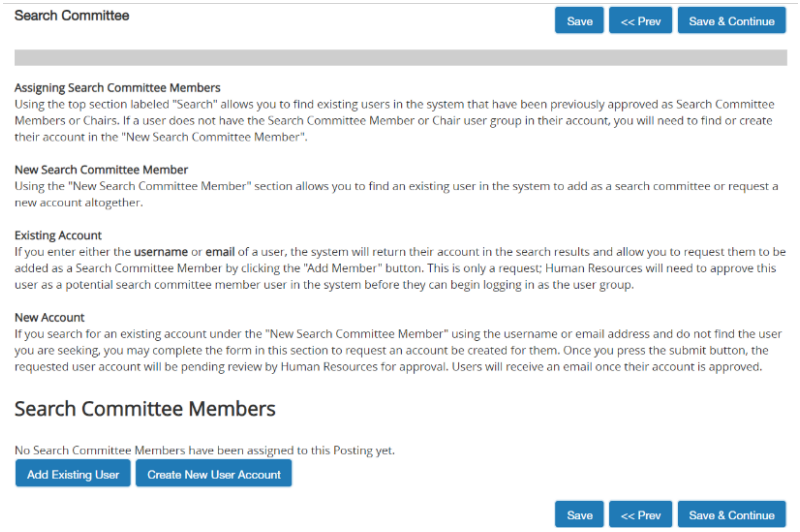
19) Guest Users: A guest user can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels. This includes Affiliates and student employees as they do not have access in PeopleAdmin.



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.



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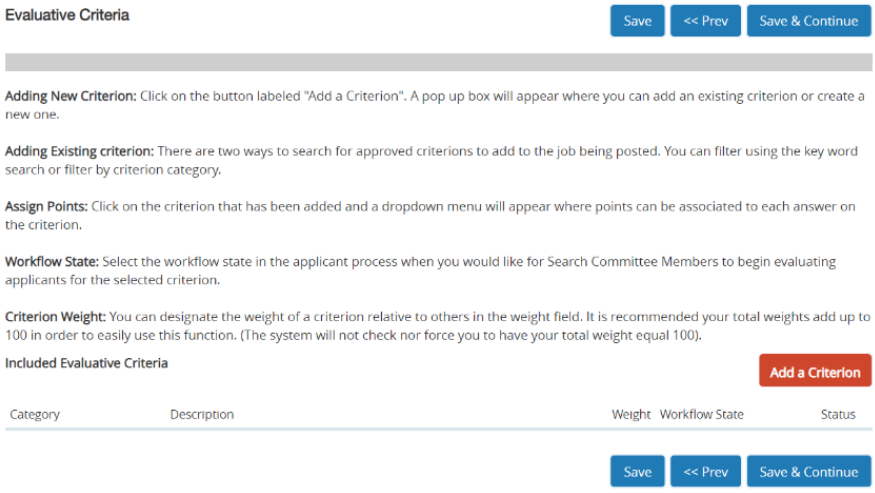
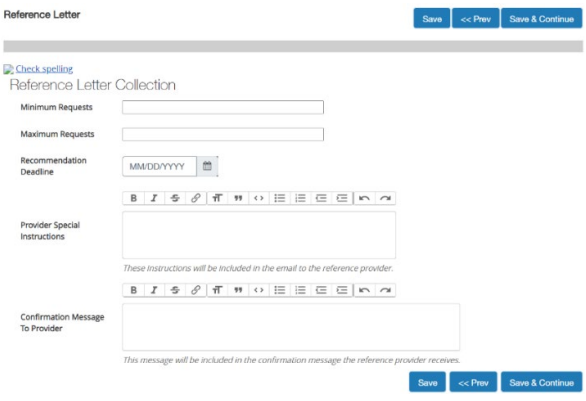
21) Evaluative Criteria: You can add criteria that you would like your search committee members to use to assess each candidate. This works similar to supplemental questions. Click on Add a Criterion – Select Category. Select the questions you want the committee to assess the applicant on and click submit.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



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.)



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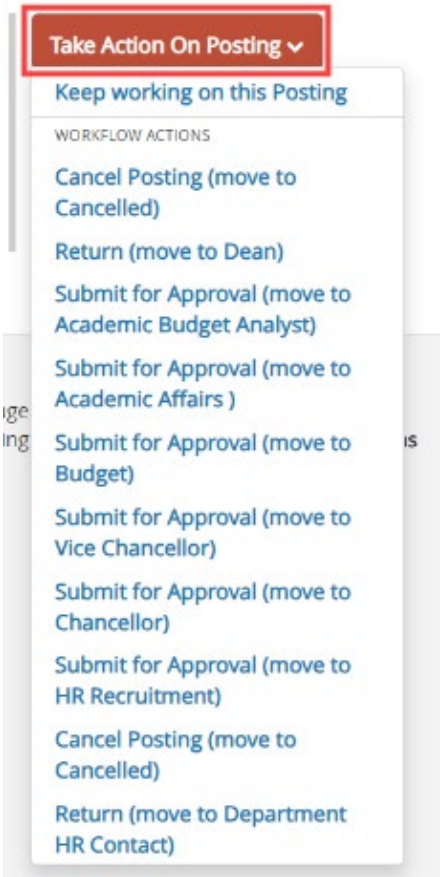
23) Review all your information. When you reach the Summary Tab, any section that has an orange exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

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.



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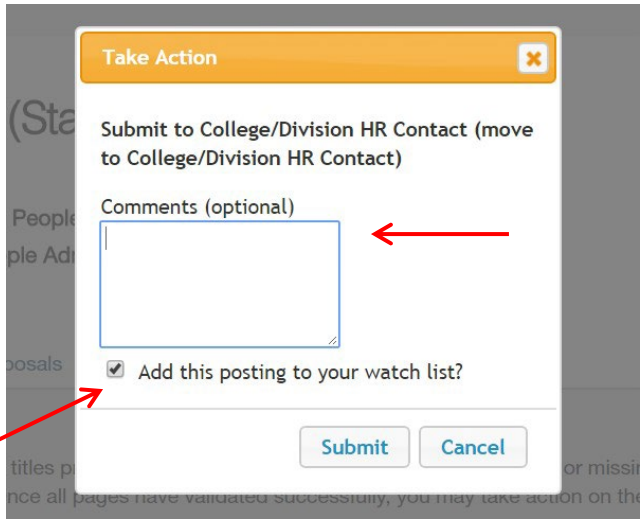
25) You can add comments in the Comment Box**.** Keep in mind these comments appear in the message sent to the next approver in the workflow and become a **permanent part of the recruitment record and cannot be removed**.
   - If you would like to add this posting to your watch list, it can be selected 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.