

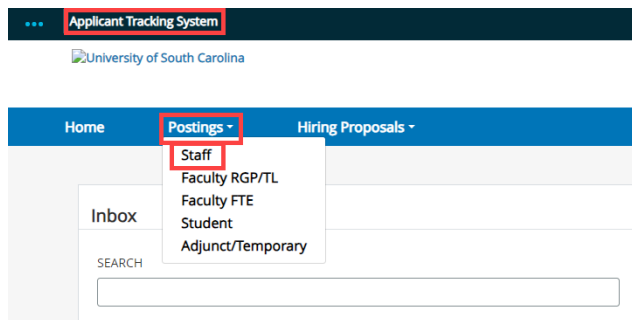
# Creating a Posting

## Staff FTE

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. Select the Postings drop-down menu and select Staff.



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

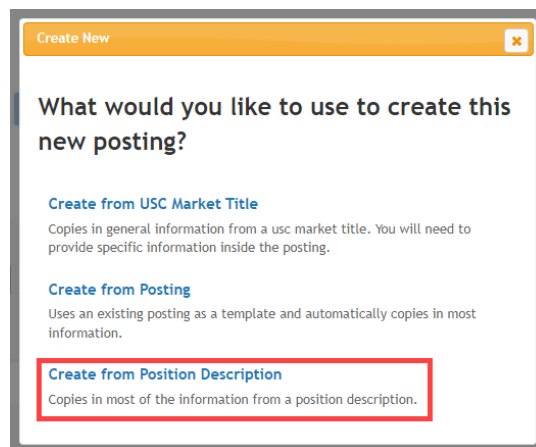
### Staff Postings

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

Saved Searches ▾  Search



3) Select the option you would like to create the posting from.



# Creating a Posting

## Staff FTE

Human Resources

- 4) Locate the position description you would like to advertise for by entering the title or position number in the Keyword search area, or scroll down the page to locate the position.

### Staff Position Descriptions

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

Staff - Position Descriptions

"Staff - Position Descriptions" 7713

| Position Number | Internal Title                 | Employee Last Name | Employee First Name | Department   | Status | Job Family                       | Job Function           | Job Level              | USC Market Title                       | (Actions) |
|-----------------|--------------------------------|--------------------|---------------------|--|--------|----------------------------------|------------------------|------------------------|--|-----------|
| 00001017        | Law Enforcement Officer I      |                    |                     | DAF Law Enforcement and Safety (690000)              | Active |                                  |                        |                        | Law Enforcement Officer III            | Actions   |
| 00001562        | Business Manager               | Miller             | Stephanie           | SAAS Housing (700000)                                | Active | Business Operations              | Business Operations    | P3 - Professional      | Business Operations Specialist         | Actions   |
| 00001784        | Asst. Dir.-Events and Services | Simpson            | Ronald              | SAAS Student Life (462334)                           | Active | Student Enrichment               | Student Recreation     | P3 - Professional      | Assistant Director, Student Recreation | Actions   |
| 00001565        | Building Manager               | Smith              | Robert              | LIBR South Carolina Library (310000)                 | Active | Library and Museum               | Library Services       | P1 - Professional      | Library Information Specialist         | Actions   |
| 00001566        | Sr. AD Spcial Evnts            | Kitt               | Fredrick            | EM Undergraduate Admissions (470000)                 | Active |                                  |                        |                        | Student Services Manager I             | Actions   |
| 00001568        | Maintenance Technician         | Tubb               | Charles             | UPS Facilities Housing and Residential Life (989003) | Active | Building and Grounds Maintenance | Facilities Maintenance | T3 - Technical Support | Maintenance Tech                       | Actions   |
| 00137270        | Asst Dir.- OLLI Program        | Martin             | Erica               | BFT Osher Lifelong Learning Institute (921034)       | Active |                                  |                        |                        | Program Coordinator I                  | Actions   |
| 00001572        | FA Counselor-Scholarships      | Wilkins            | DARIUS              | UPS Financial Aid (985011)                           | Active | Student Administrative Services  | Financial Aid          | P1 - Professional      | Financial Aid Coordinator              | Actions   |

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

| Position Number | Business Title (Internal Title) | Employee Last Name | Employee First Name | Department                              | Status | Job Family                               | Job Function        | Job Level         | USC Market Title               | USC Title Code | (Actions)           |
|-----------------|---------------------------------|--------------------|---------------------|---|--------|--|---------------------|-------------------|--------------------------------|----------------|---------------------|
| 00002264        | Law Enforcement Officer I       |                    |                     | DAF Law Enforcement and Safety (690000) | Active | Law Enforcement and Emergency Management | Law Enforcement     | P0 - Professional | Law Enforcement Cadet          | JC10LEP0       | Actions             |
| 00001562        | Business Manager                |                    |                     | SAAS Housing (700000)                   | Active | Business Operations                      | Business Operations | P3 - Professional | Business Operations Specialist | AH200P         | View<br>Create From |

- 6) The system will generate a posting settings page for New Posting. It should populate with the position title information and your organizational information. The organizational information can be edited if needed.

New Posting

\* Required information

Internal Title

Organizational Unit

Campus \*

College/Division \*

Department \*

Job Alert

Job Alert Categories

Academic Administration

Academic Advising

Accounting

# Creating a Posting

## Staff FTE

- 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.

### References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document

Allow a document upload when a reference provider submits a Recommendation?


# Creating a Posting

## Staff FTE

10)The final fields on this page include the ability to accept online applications, supporting documents, and USC market title documents. The online applications section will already be selected and has a space for you to type in any special instructions for applicants. The supporting documents box is not already selected for you like online applications. Always make sure to select this by clicking the box to the left of the text.

**Online Applications**

Accept online applications?

Special offline application instructions 

**Supporting Documents**

Allow supporting documents to be uploaded to applications?

**Usc Market Title Documents**

Please indicate which documents you wish to include on your new posting.

No documents found.

11)Once the information is completed on the posting settings page, select Create New Posting 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.

|   |  |
|---|--|
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/875380.png"&gt;</small> |
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19720.jpg"&gt;</small>  |
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19721.jpg"&gt;</small>  |
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19722.jpg"&gt;</small>  |
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/19723.jpg"&gt;</small>  |
|  | <small>&lt;img src="https://pa-hrsuite-production.s3.amazonaws.com/2997/docs/763174.png"&gt;</small> |

## Creating a Posting Staff FTE

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

|  |   |
|--|---|
| Posting Number   |   |
| Is this a replacement?   | <input type="checkbox"/>                                      |
| If yes, who is the current incumbent?  | <input type="text"/>  |
|  | <small>Enter N/A if there is not a current incumbent.</small> |
| Date of separation or reassignment:  | <input type="text"/>  |
|  | <small>MM/DD/YYYY</small>                                     |
| Please select how this position should be advertised.  | <input type="text"/>  |
|  | <small>Please select. This field is required.</small>         |
| If you are requesting a position, be posted to the internal job board, please provide a brief justification. | <input type="text"/>  |
| Job Family   | Creative Services   |
| Job Function   | Content Administration  |
| USC Market Title   | Associate Director of Content Strategy                        |
| Job Level  | M3 - Managerial   |
| Internal Title   | <input type="text"/>  |
|  | AD, Editorial Content   |
| Campus   | Columbia  |
| Work Country   | Richland  |
| College/Division   | Communications and Marketing                                  |
| Department   | COMM Institutional Relations and Public Affairs               |

**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.

# Creating a Posting

## Staff FTE

14) 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. Enter the requested job open and close dates, **all postings must be live for a minimum of 5 business days. Staff positions cannot be marked as 'open until filled'. If you plan to advertise externally, you must indicate the sources.** Once complete, click Save & Continue.

Posting Detail Information

- Number of Vacancies:  Enter 1 or more. If more than one vacancy, please route to HR Class & Comp to confirm the positions.
- List Additional Position Numbers, if applicable:
- Desired Start Date:
- If Research Grant/Time Limited, give end date:
- HR Contact:
- HR Contact Phone Number:
- Applicant Reviewer Access:  Select all individuals authorized to manage the applicant's status.
- Job Open Date:
- Minimum Posting Period Ends:
- Job Close Date:
- Open Until Filled:
- Special Instructions to Applicant:

If you plan to advertise externally, indicate the advertising sources

- Careerbuilder
- Facebook
- Glassdoor
- Higher Education Careers
- Indeed
- LinkedIn
- Monster
- The Chronicle of Higher Education
- Twitter
- Other (please specify)

15) Funding Information: This pulls from the position description and is not editable. You can make changes as applicable to funding distribution on the hiring proposal.

PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

|                               |   |
|-------------------------------|---|
| Funding Indicator             | Base Salary                                   |
| Operating Unit                | CL040   |
| Department                    | 155300  |
| Fund                          | K1000   |
| Account                       | 51300   |
| Class                         | 202   |
| Project                       | 10011763                                      |
| Project Costing Business Unit | USCSP   |
| Cost Share                    |   |
| Amount                        | Salary commensurate with qualifications. (00) |

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 | No            |
| Hazardous weather category                  | Non-Essential |

# Creating a Posting

## Staff FTE

16) **Supplemental Questions:** The system will allow you to add qualifying questions for applicants to complete. Refer to the [Quick Reference Guide 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 |
|----------|----------|----------|----------|--------|
|          |          |          |          |        |

Save << Prev Save & Continue

17) **Applicant Documents:** You can select document types that you would like applicants to upload in addition to their application. (i.e. cover letter, resume, curriculum vitae, etc.)

Applicant Documents

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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              |
|-------|----------------------------|----------------------------------|----------------------------------|-----------------------|
| 1     | Cover Letter               | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| 2     | Curriculum Vitae           | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| 3     | Letter of Recommendation 1 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 4     | Letter of Recommendation 2 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 5     | Letter of Recommendation 3 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 6     | Media File                 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 7     | Other Supporting Documents | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 8     | Research Portfolio         | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 9     | Resume                     | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |

# Creating a Posting

## Staff FTE

18)Guest Users: 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

19)Internal Posting Documents: If you are creating a FTE staff position and posting externally, you are required to upload the external advertisement for review and approval prior to posting externally.

Internal Posting Documents

Save

<< Prev

Save & Continue

To add a document to the posting, hover over the blue **Action** text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rdx, .dxt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

| Document Type  | Name | Status | (Actions) |
|--|------|--------|-----------|
| Academic Position Request/FTE Form (REQUIRED for Faculty)  |      |        | Actions ▾ |
| External Advertisements (REQUIRED for Staff Positions at Columbia campus, if posting externally) |      |        | Actions ▾ |
| Other  |      |        | Actions ▾ |
| Additional Supporting Documentation (1)  |      |        | Actions ▾ |
| Additional Supporting Documentation (2)  |      |        | Actions ▾ |

Save

<< Prev

Save & Continue



# Creating a Posting

## Staff FTE

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 Guide for Adding Search Committee Members and Establishing 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

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 Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).

Evaluative Criteria Save << Prev Save & Continue

---

**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

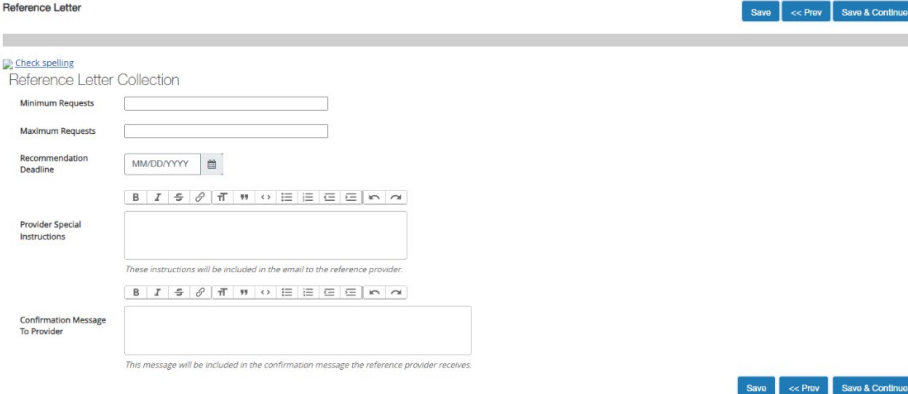
| Category | Description | Weight | Workflow State | Status |
|----------|-------------|--------|----------------|--------|
|          |             |        |                |        |

Save << Prev Save & Continue

## Creating a Posting Staff FTE

### 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.)



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

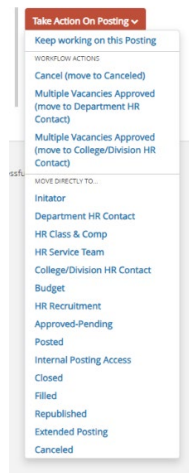


24) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure. **If multiple vacancies, you must route to HR Service Team before submission to HR Recruitment.**

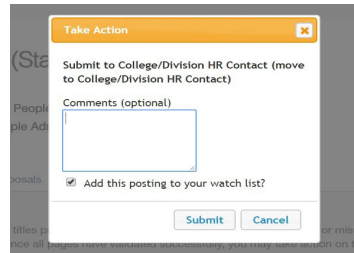
- Initiator and Department route to College/Division HR.
- College/Division HR can route internally to Dean or Academic Budget Analyst if internal workflow deems appropriate.
- College/Division HR can route to HR Recruitment for posting.

# Creating a Posting

## Staff FTE



- 25) Add any comments in the Comment Box, keeping 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 confirming the posting was successfully transitioned.