UNIVERSITY OF SOUTH CAROLINA
Human Resources

PeopleAdmin Quick Reference Guide

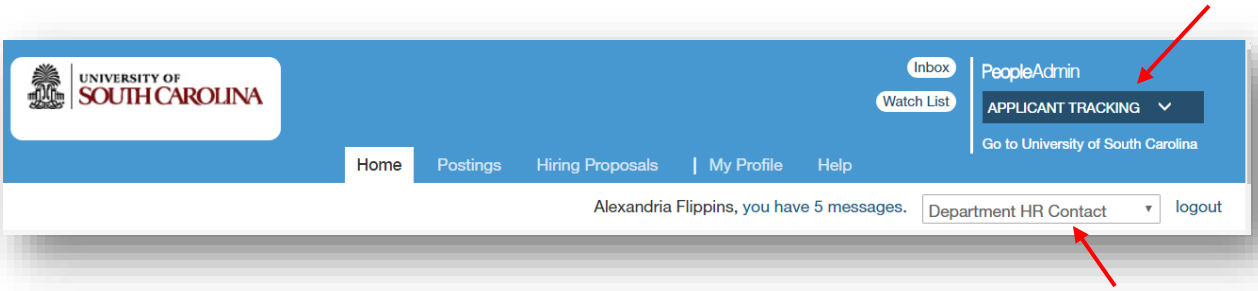
Creating a Posting

Staff - FTE, Research Grant, Time-Limited

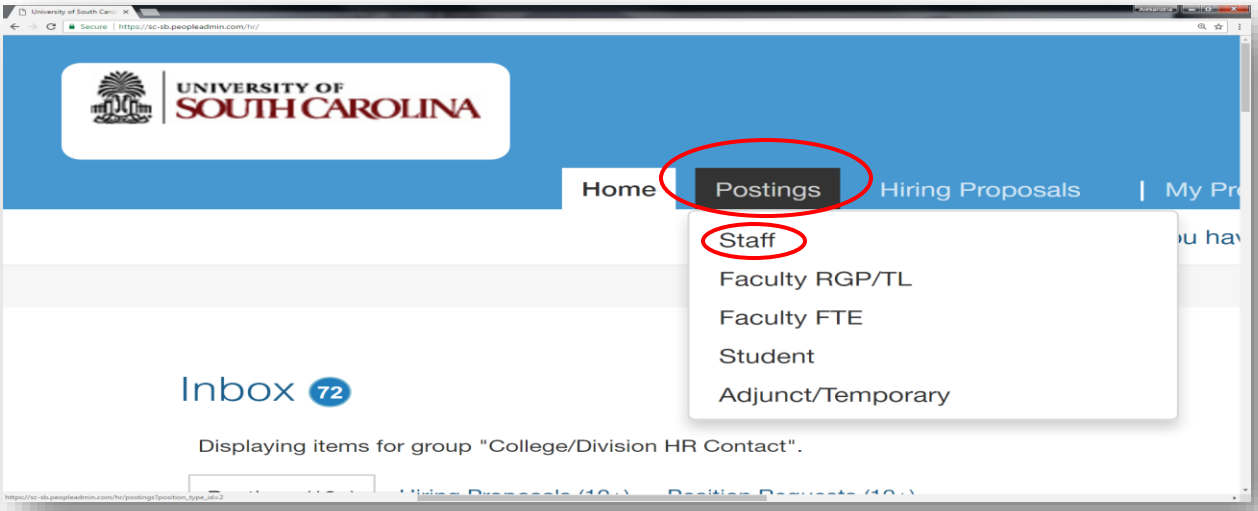
The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

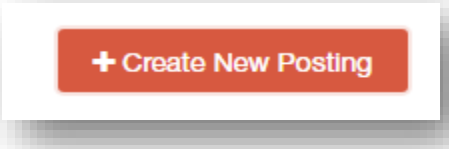
1. Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.



2. Hover over the Posting tab and select the Staff position type.



3. Select Create New Posting.



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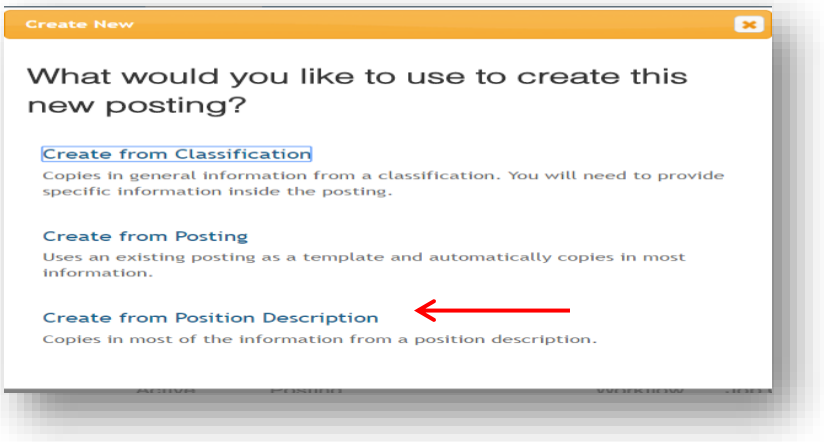
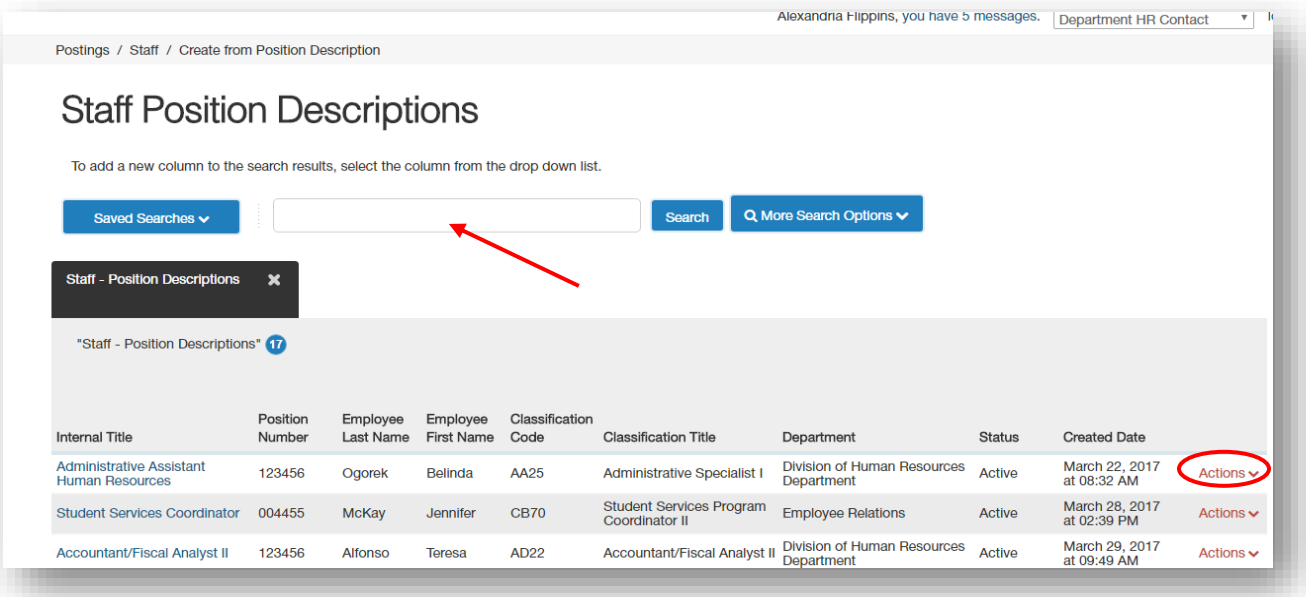
4. Select the option you would like to create the posting from. Staff (FTE, RGP, TL) are required to create from Position Description.

- 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.



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

6. Hover over the action button to the right side of the position chosen and select Create From**.**



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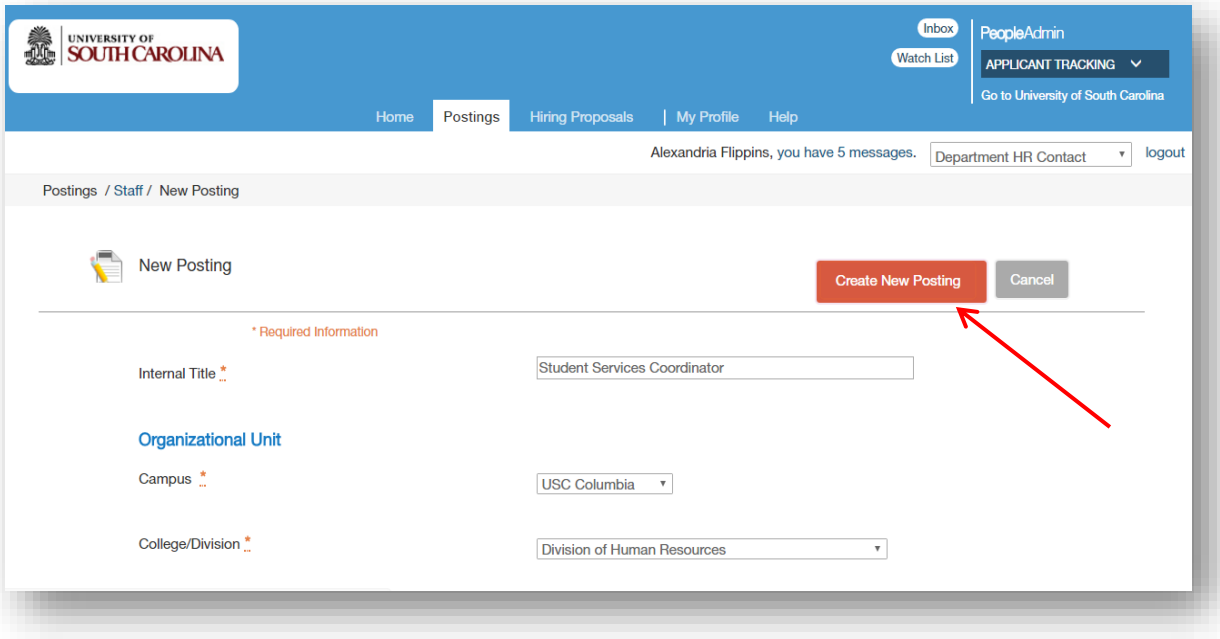
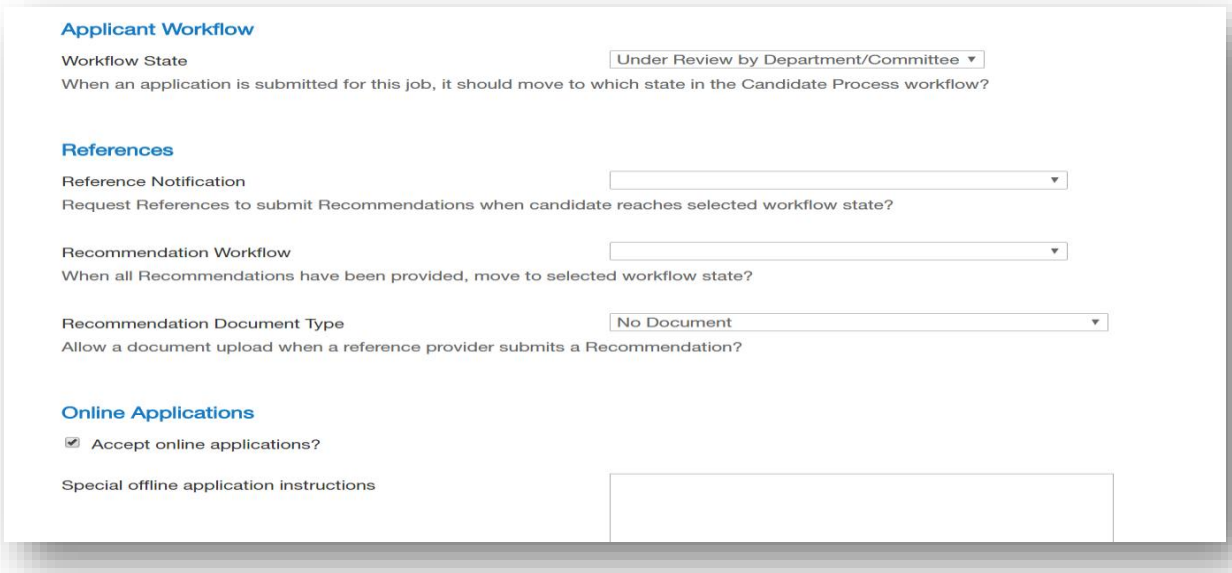
7. The system will generate a posting settings page for New Posting – it should populate with the position title information and your organizational information. This information can be edited if needed. In this section, you can also select the feature that notifies reference providers to submit recommendation letters electronically, if desired.





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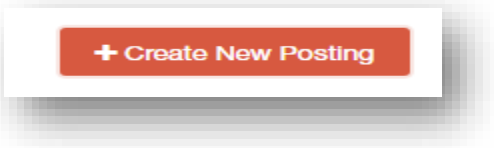
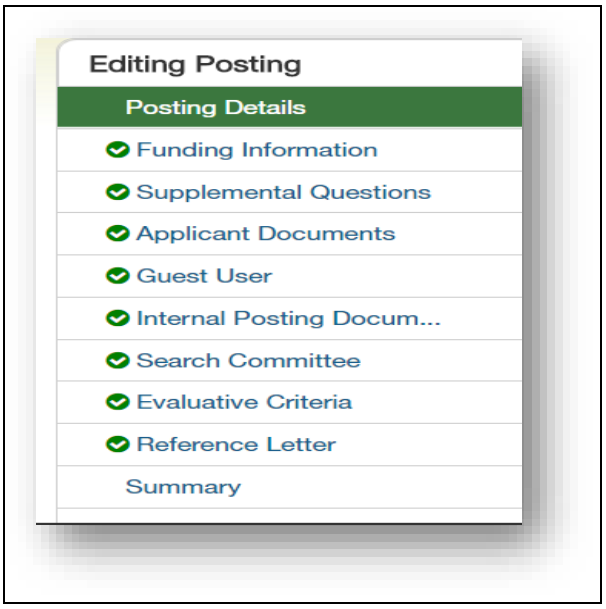
8. Once the information is completed on the posting settings page, select Create New Posting to move forward.



9. Complete the tabs and required fields on the posting. All fields marked with an asterisk are required.



- 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.
- 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.
- If you are creating a staff FTE position, you will need to select NO to all of the benefits located in research grant (RGP)/time-limited (TL) benefits area in the position summary section.

10. Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. **Refer to our Quick Reference Guide, Adding Supplemental Questions.**

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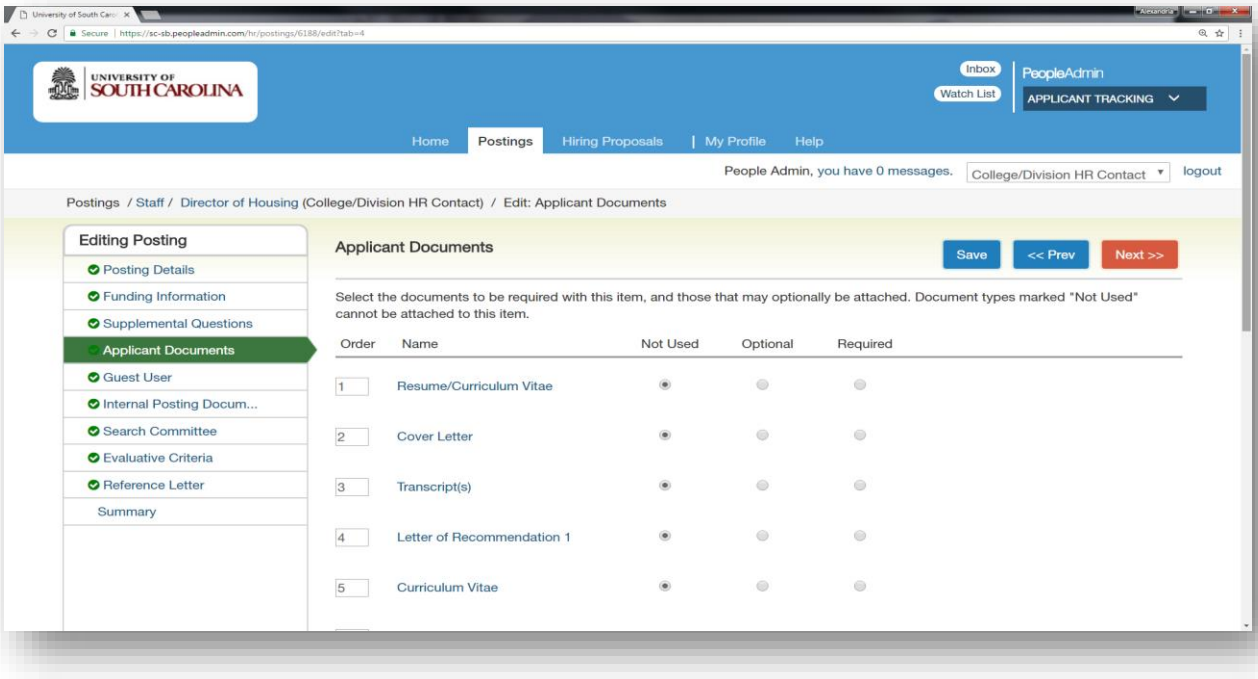
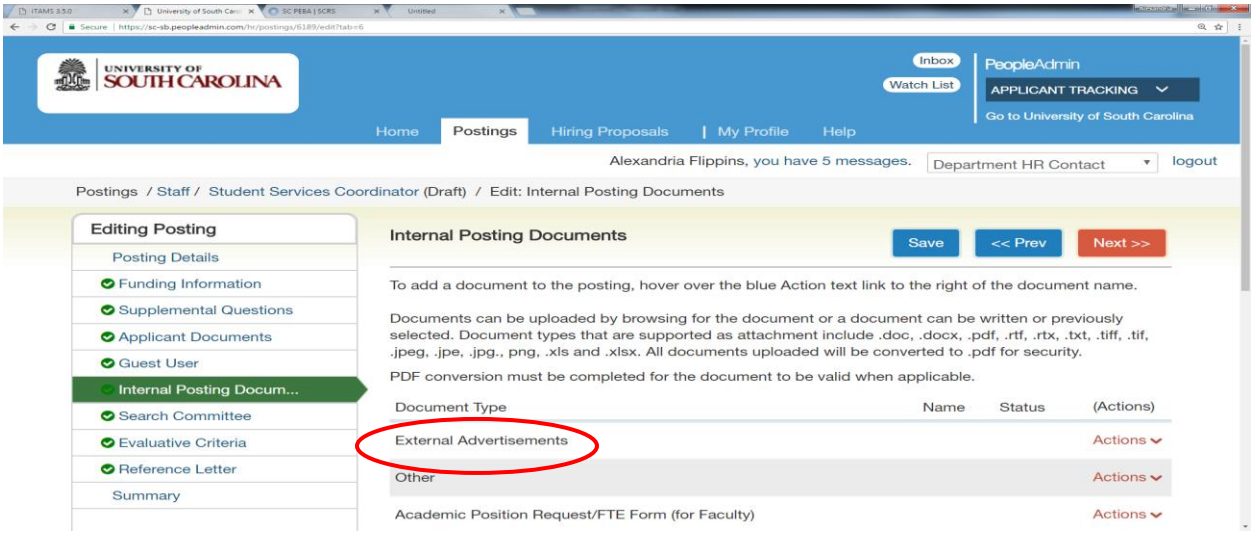
11. Applicant Documents: You can select document types that you would like applicants to upload in addition to their application. (i.e. cover letter, resume, cv, etc.)



12. Guest Users: Can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels.

13. 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.



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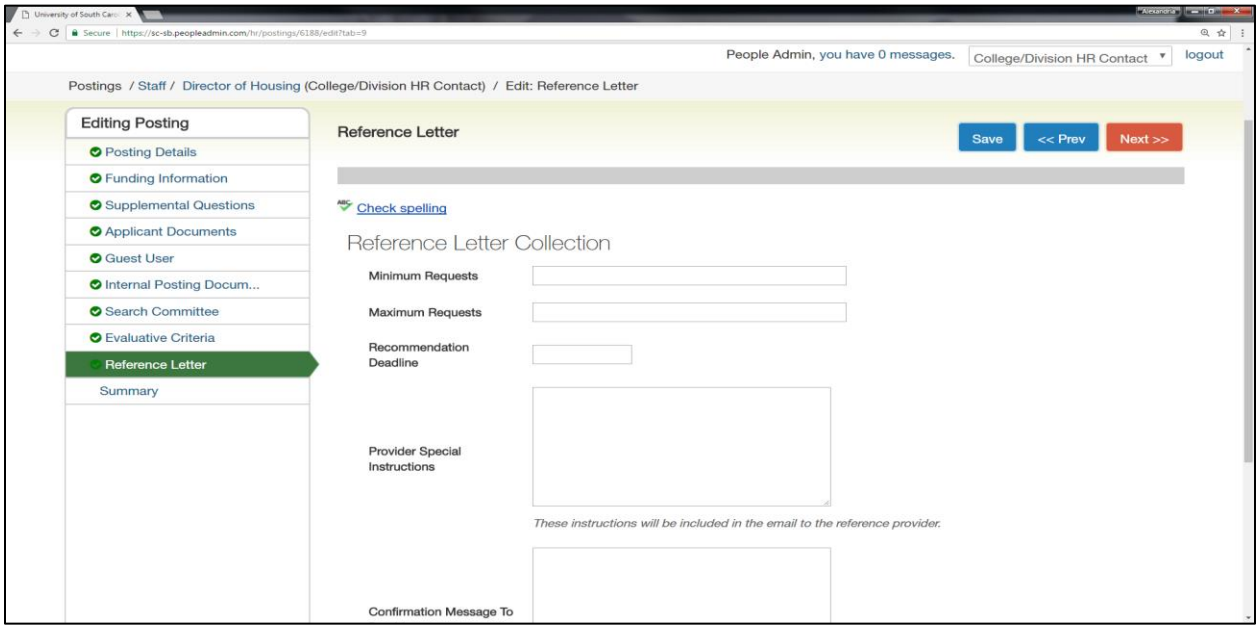
14. Adding Search Committee: You can now identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User**,** this will bring you to a screen where you can select an existing user. You can search by name or department. Locate the member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

15. Adding 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 our **Quick Reference Guide on Adding Search Committee Members and Evaluative Criteria.**

16. 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.



17. 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.

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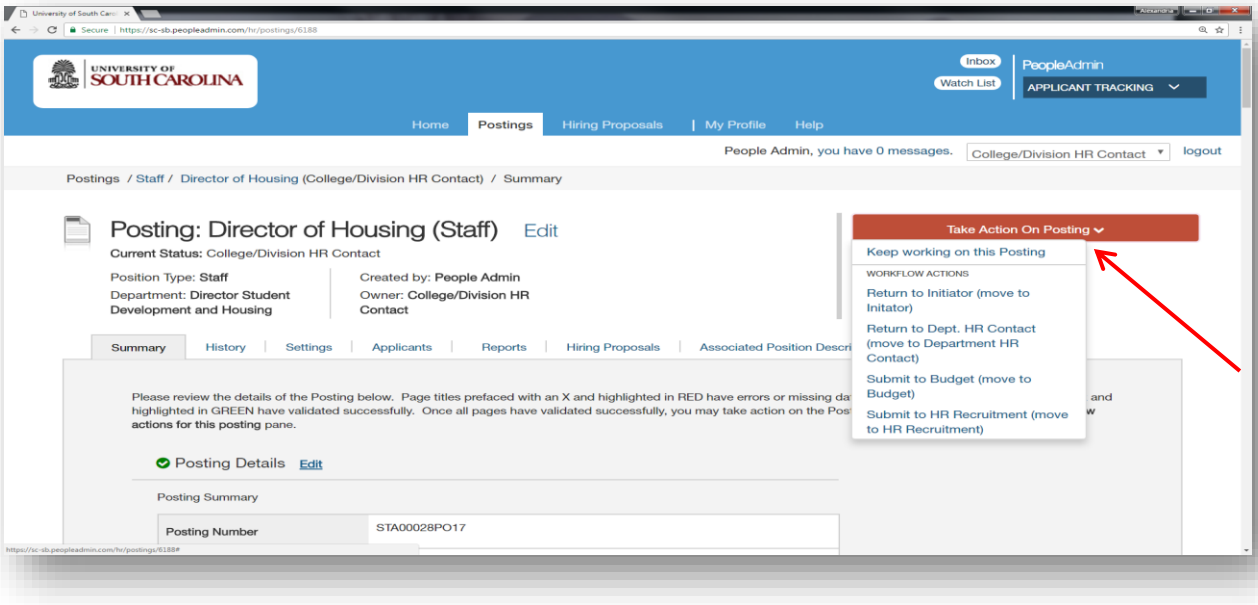
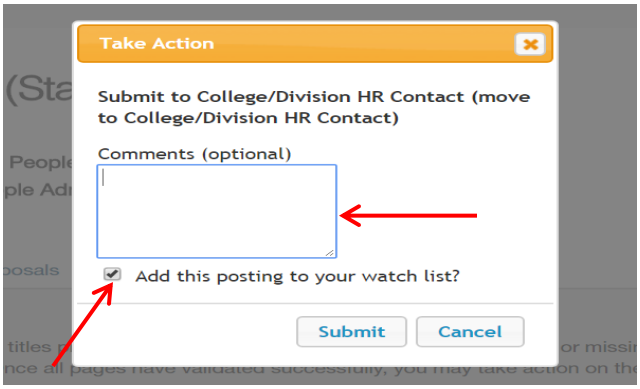
18. Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.



19. 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.



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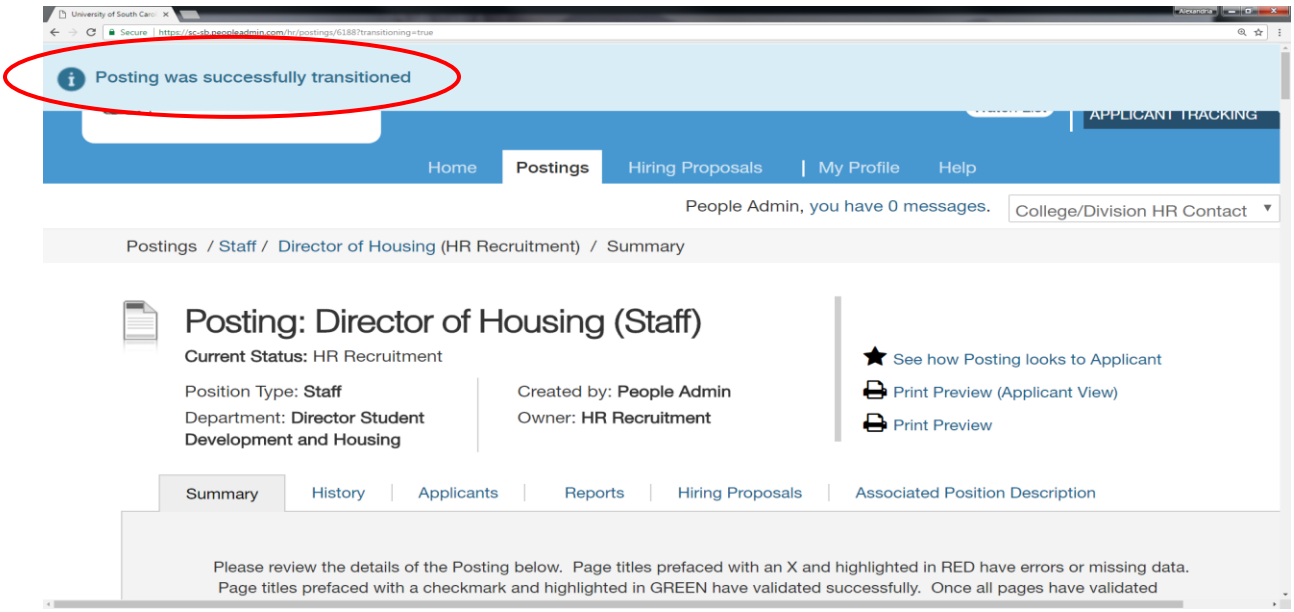
20. Once the action is complete, you will receive a message that explains the posting was successfully transitioned.