

PeopleAdmin Quick Reference Guide

Using a Search Firm with a Posting

Search firms may be utilized for high level and/or hard to fill positions. The search firm will execute the search process, however, all USC employees must have their hiring proposal initiated through the PeopleAdmin system.

1) Hover over the Postings tab and select the position type of the posting to be created.

•••	Applicant Track	ting System			
	University of	f South Carolina			
	Home	Postings -	Applicants -	Hiring Proposals -	
		Staff Faculty RGP/	n		
	Inbox	Faculty FTE Student			Postings 9
	SEARCH	Adjunct/Tem	oorary		

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

Applicant Track	dng System									Welcome,	logout
Sout	h Carolina									User Group: College/Division HR Cont	ict 🗸
Home	Postings -	Hiring Proposals								Shortcuts	
Postings / Facu	alty FTE 습										
Facul	ty FTE P	ostings				 _	 			+ Create New Postle	8
To add a new	column to the search	h results, select the colu	mn from the drop down list.								
Saved Sea	arches 🗸			Search	Q More Search Options 🗸						

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

Note: 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.





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Human Resources

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

Faculty FTE - Classifications 🗙			
"Faculty FTE - Classifications" 🕢	← Previous 1 2 Next		
Job Code Title	Job Code	USC Market Title Status	(Actions)
President	UA01	Approved	Actions 🗸
Sr. Vice Chancellor	UA16	Approved	GENERAL View USC Market
Chancellor	UA18	Approved	Title Create From
Vice Chancellor	UA19	Approved	Actions
Provost	UD03	Approved	Actions 🗸
Vice Provost	UD05	Approved	Actions 🗸

5) The system will generate a posting settings page for New Posting. You will need to input all information that is required which will be marked with an asterisk.

Home Postings * Applicants * Hiring Proposals * Shortcuts * / Postings / Edulty FTE / New Posting fr Cancel Create New Posting * * Cancel Create New Posting * * * * Organizational Unit Select a Campus * Select a Campus *					
New Posting Cancel Create New Posting * Required Information Advertised Title * Organizational Unit	Home	Postings -	Applicants -	Hiring Proposals -	Shortcuts +
* Required Information Advertised Title * Organizational Unit	/ Postings /	Faculty FTE / New Post	ting û		
Advertised Title *	5	New Posting			Cancel Create New Posting
Organizational Unit		* Re	equired Information		
		Advertised Title *			
Campus * Select a Campus 🗸		Organizational	Unit		
		Campus *		Select a Campus	~
				Locie et a campus	

6) Under Online Applications, de-select the Accept Online Applications check box and complete the Special Offline Application Instructions with the applicable search firm information and directions.

Online Applications	
Accept online applications?	
Special offline application instructions	

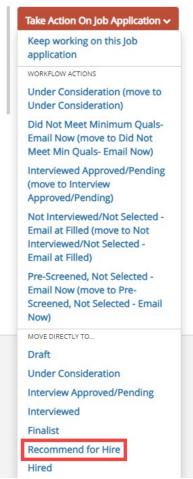


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- Coordinate with the search firm to execute the search. Once an applicant is selected, the HR Contact should request that the HR Office of Talent Acquisition move the posting to Posted Internally and provide the Quicklink for Special Hire to the selected applicant. The applicant will then create an account and complete an application to formally apply to the position.
- 8) As Applicant Reviewer, move the selected candidate through the applicant process to Recommend for Hire.



9) Create the Hiring Proposal and create onboarding events as required.