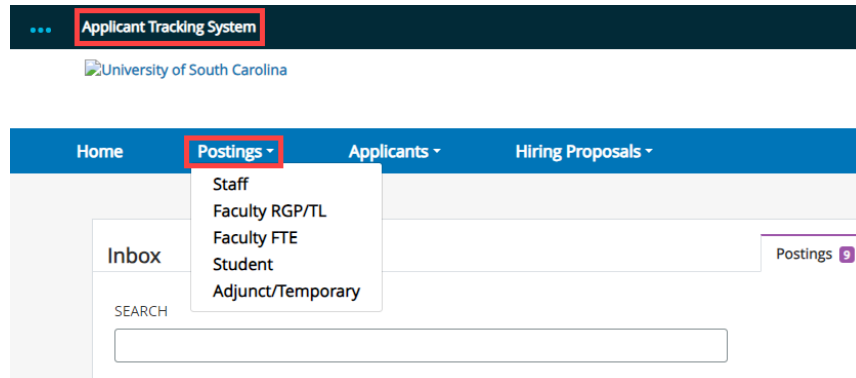


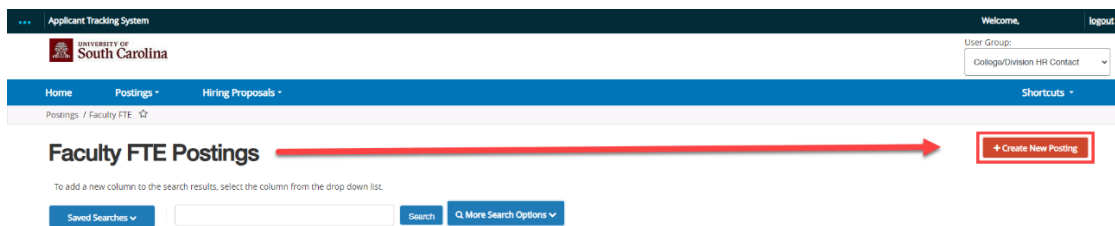
## Using a Search Firm with a Posting

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.

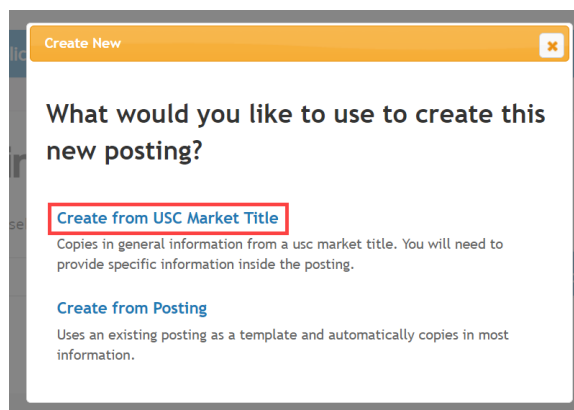
- 1) Hover over the Postings tab and select the position type of the posting to be created.



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

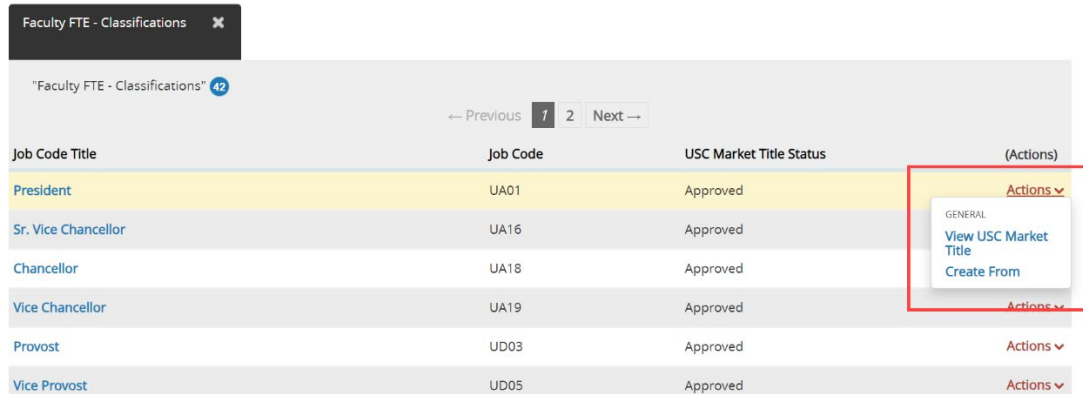


- 3) Select the option you would like to create the posting from.  
**Note:** If there is a posting that was created that is identical to the posting that needs to be created, you can use the Create from Posting Option.



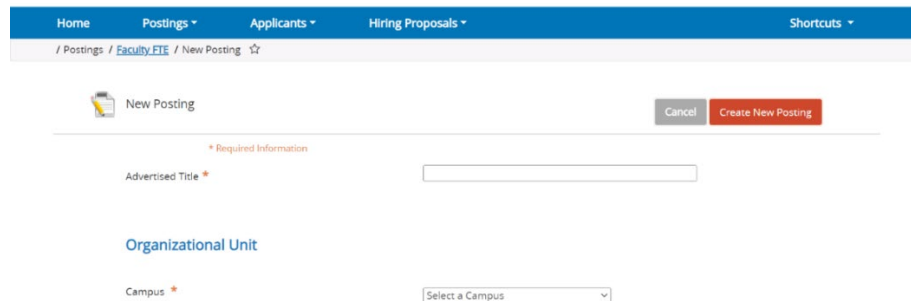
## Using a Search Firm with a Posting

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



Job Code Title	Job Code	USC Market Title Status	(Actions)
President	UA01	Approved	Actions ▾ GENERAL View USC Market Title Create From
Sr. Vice Chancellor	UA16	Approved	Actions ▾
Chancellor	UA18	Approved	Actions ▾
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 / Faculty FTE / New Posting ☆

New Posting Cancel Create New Posting

\* Required Information

Advertised Title \*

Organizational Unit

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

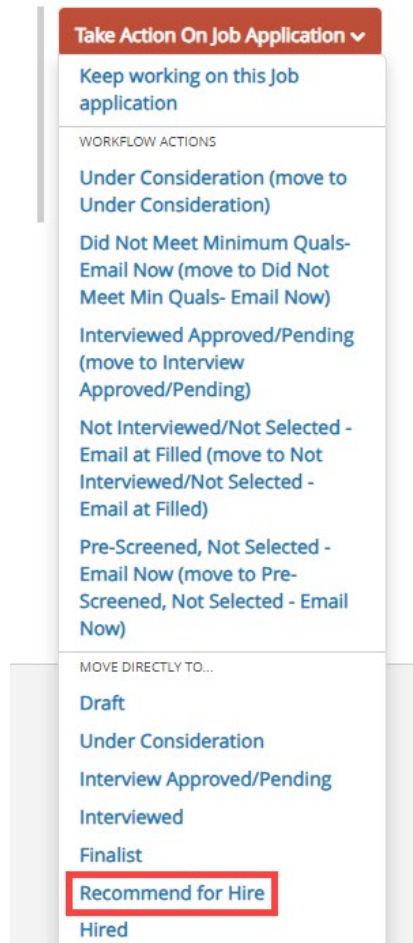
Accept online applications?

Special offline application instructions

**B I U**

## Using a Search Firm with a Posting

- 7) 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.