



## **Internal Posting FAQs**

### **What Is the Internal Job Board?**

The Internal Job Board is a platform in the applicant tracking system used to advertise positions exclusively for current employees.

### **Who Is eligible to apply for positions posted on the Internal Job Board?**

To be eligible for internal only opportunities, employees must be in an FTE, Time-Limited or Research Grant position and must be employed at the time of the offer.

### **When is it appropriate to post a position on the Internal Job Board?**

A position may be posted internally when USC processes or procedural knowledge is essential to the success of the position.

**Or**

A promotional opportunity exists, and USC has qualified applicants within our internal workforce.

### **Are there positions or circumstances in which a position cannot be posted internally?**

When outside ideas or perspectives are needed, the position should not be posted internally.

Entry level positions cannot not be posted internally. (Levels Ao, To, Po)

Principal officials cannot be posted internally, and these positions include:

- University President
- Secretary of the Board of Trustees
- University Officers having the rank of Vice President or Chancellor

### **How do I request an internal posting?**

The posting form has a section that asks you how you want to advertise the position. If you want to advertise the position on the internal job board, select the option that indicates posting on the internal job board. In the next field, you must provide a brief justification as to why you want to post the position on the internal job board.

Please select how this position should be advertised.

If you are requesting a position, be posted to the internal job board, please provide a brief justification.

Please select

- Internal Job Board (only consider eligible current University employees)
- External Posting
- Internal Posting Link (used for athletics and post doctoral fellow positions)

## **Are you required to conduct interviews and reference checks when hiring internal candidates?**

You are required to conduct a competitive selection process which includes ensuring candidates meet the minimum qualifications of the position, conducting a thorough interview process, and performing reference checks on at least the finalist.

## **Do we need to comply with the Veteran's Preference process for positions posted internally?**

The Veteran's Preference process does not need to be followed for positions posted on the internal job board.

## **Is there a minimum posting period for positions posted on the internal job board?**

Positions posted on the internal job board must be advertised for a minimum of five working days.

## **What happens if I post the position to the internal job board, and I do not get a sufficient applicant pool?**

If you do not get a sufficient applicant pool internally, you may extend the posting date to continue to recruit applicants internally, or you can request to transition the posting to an external posting for considering both internal and external candidates. \*\* Once you have posted externally, you cannot transition the posting back to an internal posting.

## **Is there a transition period that should be provided when hiring an internal candidate?**

The current supervisor and hiring manager should work together to determine an appropriate time frame for the current employee to transition to their new position. At a minimum, a two-week transition period should be provided.