

PeopleAdmin Quick Reference Guide

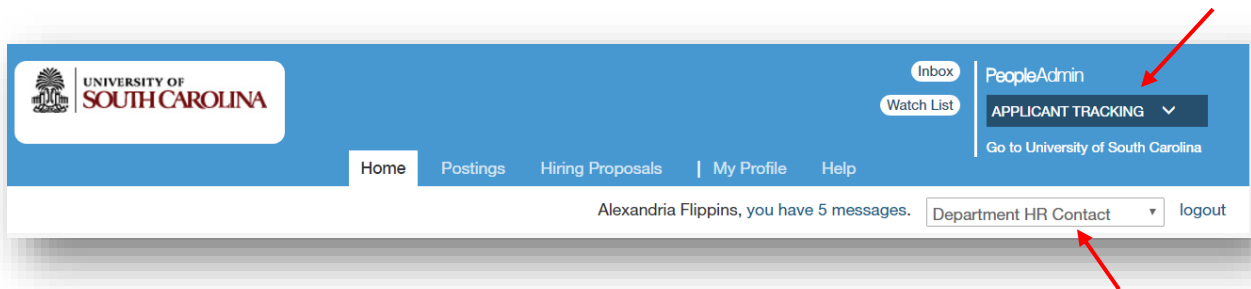
Creating a Posting

Faculty - Research Grant & Time Limited

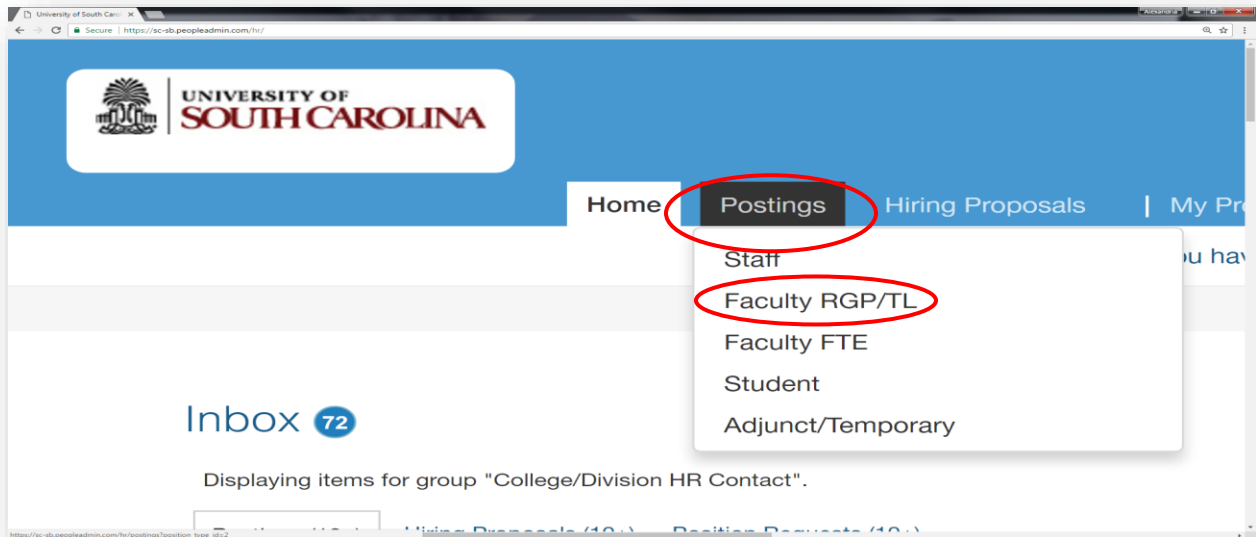
The following user types can create a posting:

- Initiator
- Department HR Contact
- College Division HR Contact

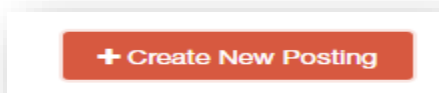
1. Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting.



2. Hover over the Posting tab and select the Faculty RGP/TL position type.



3. Select Create New Posting.



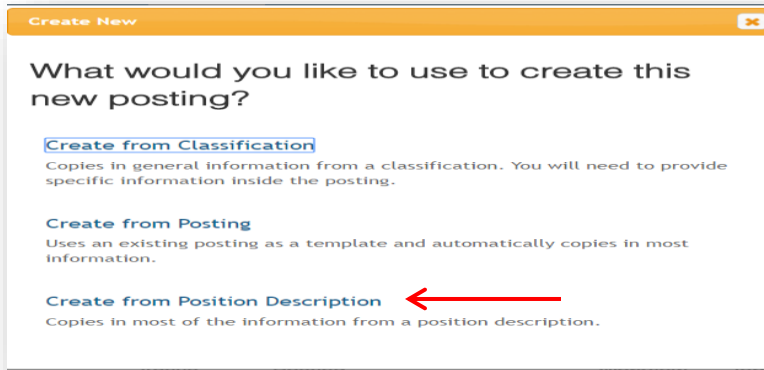
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4. Select the option you would like to create the posting from. Faculty RGP/TL are required to create from the position description.

- 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.



Create New

What would you like to use to create this new posting?

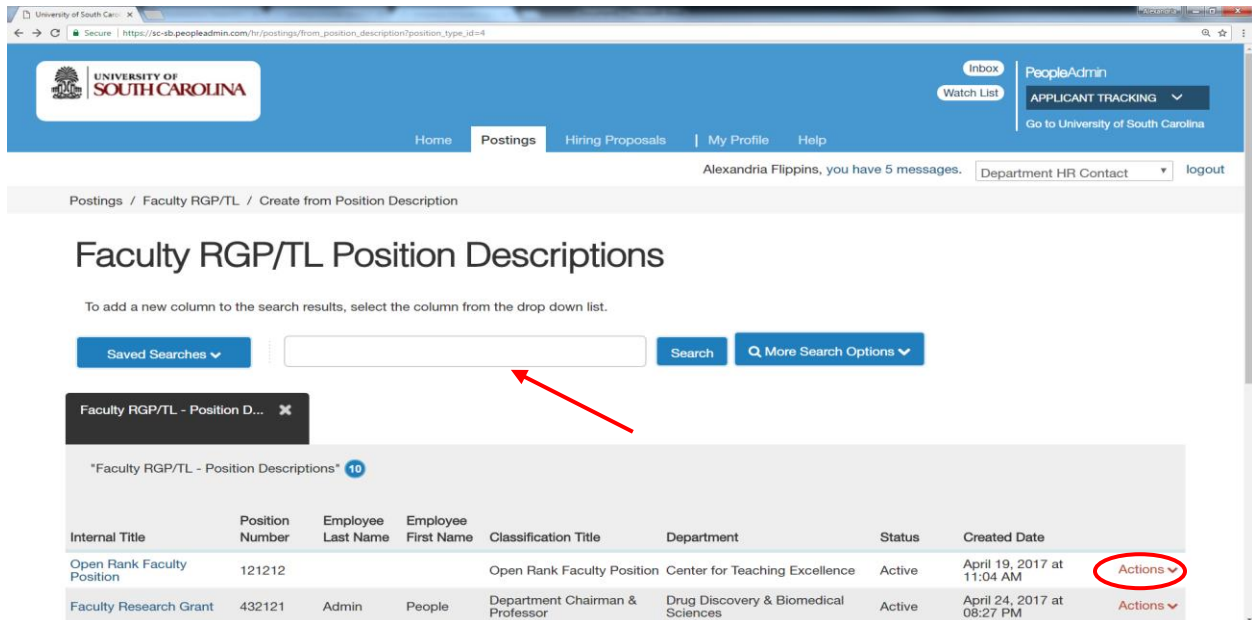
Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description ←
Copies in most of the information from a position description.

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 tab.



University of South Carolina

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Alexandria Flippins, you have 5 messages. Department HR Contact logout

Faculty RGP/TL Position Descriptions

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

Saved Searches Search More Search Options

Faculty RGP/TL - Position D...

Faculty RGP/TL - Position Descriptions 10

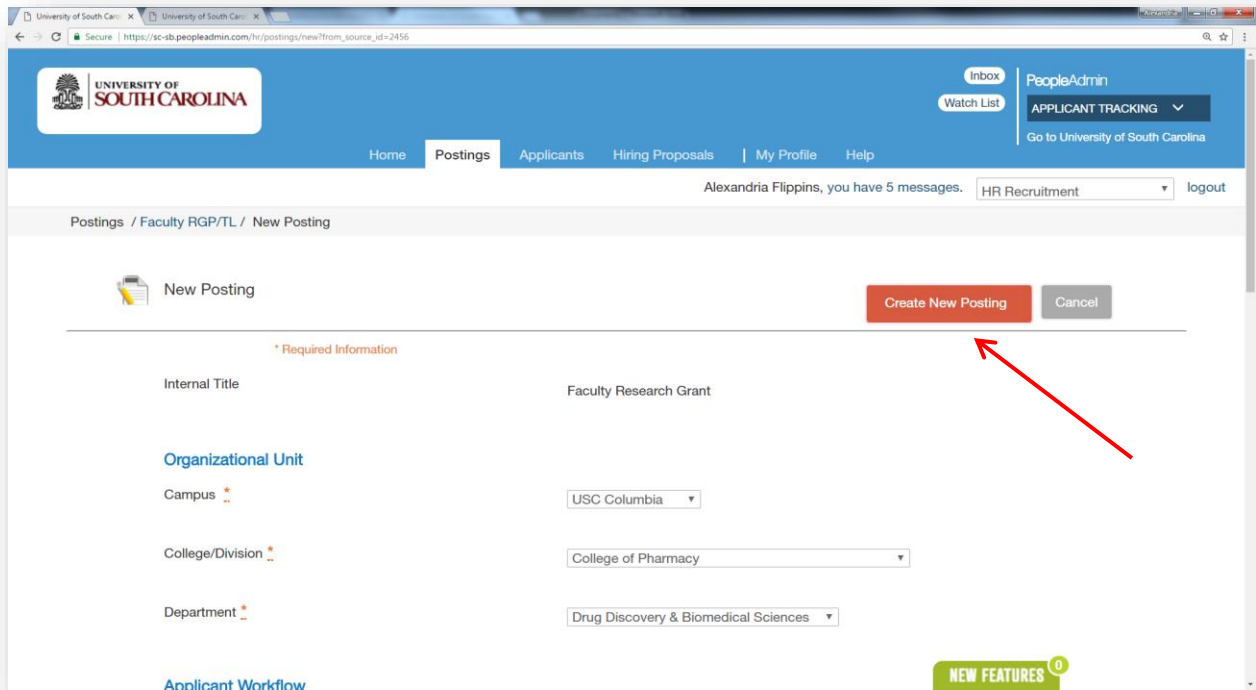
Internal Title	Position Number	Employee Last Name	Employee First Name	Classification Title	Department	Status	Created Date	Actions
Open Rank Faculty Position	121212			Open Rank Faculty Position	Center for Teaching Excellence	Active	April 19, 2017 at 11:04 AM	Actions
Faculty Research Grant	432121	Admin	People	Department Chairman & Professor	Drug Discovery & Biomedical Sciences	Active	April 24, 2017 at 08:27 PM	Actions

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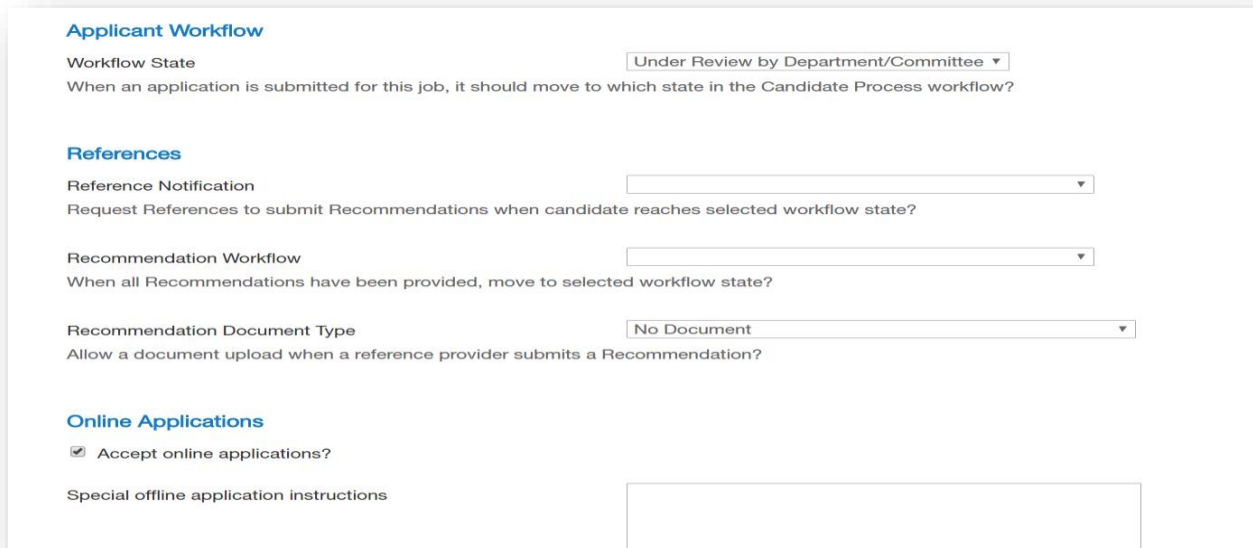
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7. The system will generate a posting settings page for New Posting. It should populate with the position title information and your organizational information. The organizational information can be edited if needed. In this section, you can also select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



The screenshot shows the 'New Posting' page in the PeopleAdmin system. The page has a blue header with the University of South Carolina logo and navigation links. The main content area is titled 'New Posting' and contains a form for creating a new posting. A red arrow points to the 'Create New Posting' button. The form includes fields for 'Internal Title' (Faculty Research Grant), 'Organizational Unit' (USC Columbia, College of Pharmacy, Drug Discovery & Biomedical Sciences), and 'Applicant Workflow'.

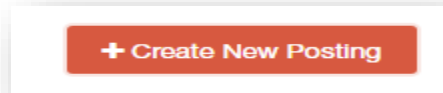


The screenshot shows the 'Applicant Workflow' settings page. The page includes sections for 'Workflow State', 'References', 'Recommendation Workflow', 'Recommendation Document Type', and 'Online Applications'. The 'Workflow State' is set to 'Under Review by Department/Committee'. The 'References' section has a dropdown for 'Reference Notification' and a checkbox for 'Request References to submit Recommendations when candidate reaches selected workflow state?'. The 'Recommendation Workflow' section has a dropdown for 'Recommendation Workflow' and a checkbox for 'When all Recommendations have been provided, move to selected workflow state?'. The 'Recommendation Document Type' section has a dropdown for 'Recommendation Document Type' and a checkbox for 'Allow a document upload when a reference provider submits a Recommendation?'. The 'Online Applications' section has a checkbox for 'Accept online applications?' and a text area for 'Special offline application instructions'.

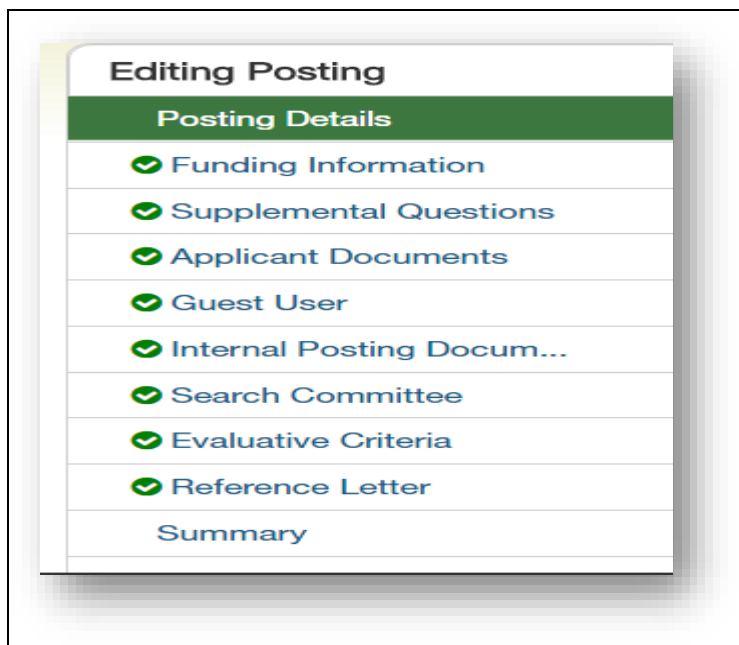
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8. Once the information is completed on the posting settings page, select Create New Posting to move forward.



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.
- You must select which benefits will be provided in the Benefits for Research Grant or Time –Limited Position fields.

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**.

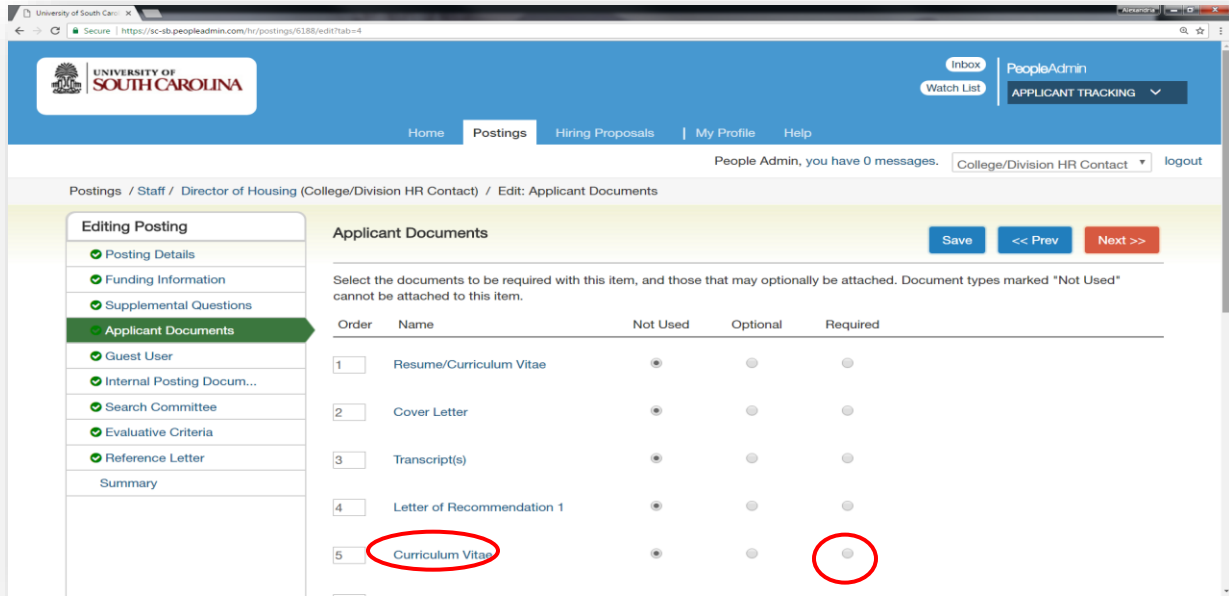
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11. Applicant Documents: You can select document types that you would like applicants to upload in addition to their application. (i.e. cover letter, resume, cv, etc.)

- The cv or resume will need to be listed as a required document for all faculty positions. The faculty application does not include an area to include employment or education experience.



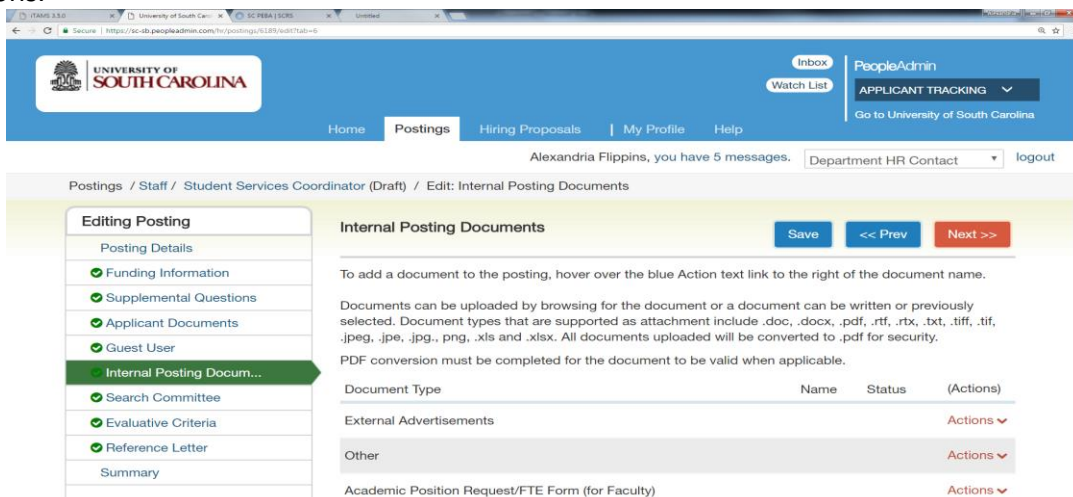
Applicant Documents

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	Resume/Curriculum Vitae	☐	☐	☐
2	Cover Letter	☐	☐	☐
3	Transcript(s)	☐	☐	☐
4	Letter of Recommendation 1	☐	☐	☐
5	Curriculum Vitae	☐	☐	☒

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: No documents are required to be uploaded for Faculty RGP/TL positions.



Internal Posting Documents

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, .txt, .tif, .tiff, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
External Advertisements			Actions
Other			Actions
Academic Position Request/FTE Form (for Faculty)			Actions

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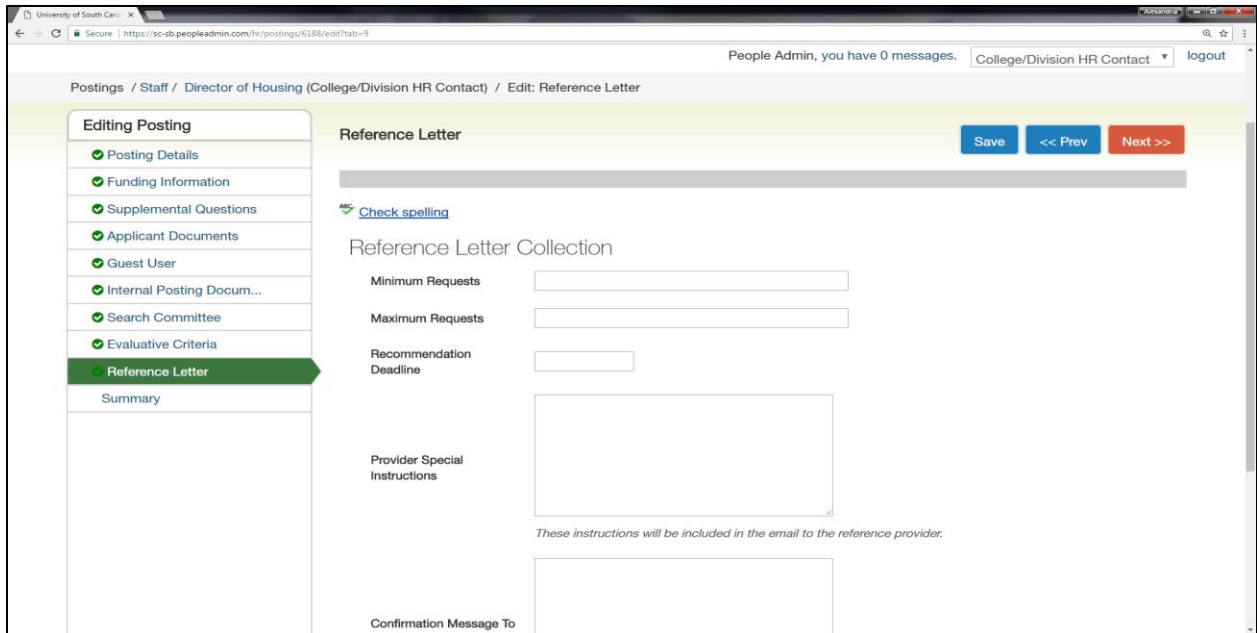
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14. **Adding Search Committee:** You can now identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User, this will bring you to a screen where you can select an existing user. 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 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 Adding Search Committee Members and Evaluative Criteria.**

16. **Reference Letter:** You can enter the minimum number of reference letter request you would like to receive electronically and or the maximum number of reference letter requests. 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.



The screenshot shows the 'Edit: Reference Letter' page in the PeopleAdmin system. The left sidebar has a menu with the following items: 'Editing Posting', 'Posting Details', 'Funding Information', 'Supplemental Questions', 'Applicant Documents', 'Guest User', 'Internal Posting Docum...', 'Search Committee', 'Evaluative Criteria', 'Reference Letter' (highlighted), and 'Summary'. The main content area is titled 'Reference Letter' and includes a 'Save' button, '<< Prev' button, and 'Next >>' button. Below these are a 'Check spelling' link and a 'Reference Letter Collection' section. This section contains input fields for 'Minimum Requests', 'Maximum Requests', and 'Recommendation Deadline'. There is a large text area for 'Provider Special Instructions' with a note below it: 'These instructions will be included in the email to the reference provider.' At the bottom, there is a text area for 'Confirmation Message To'.

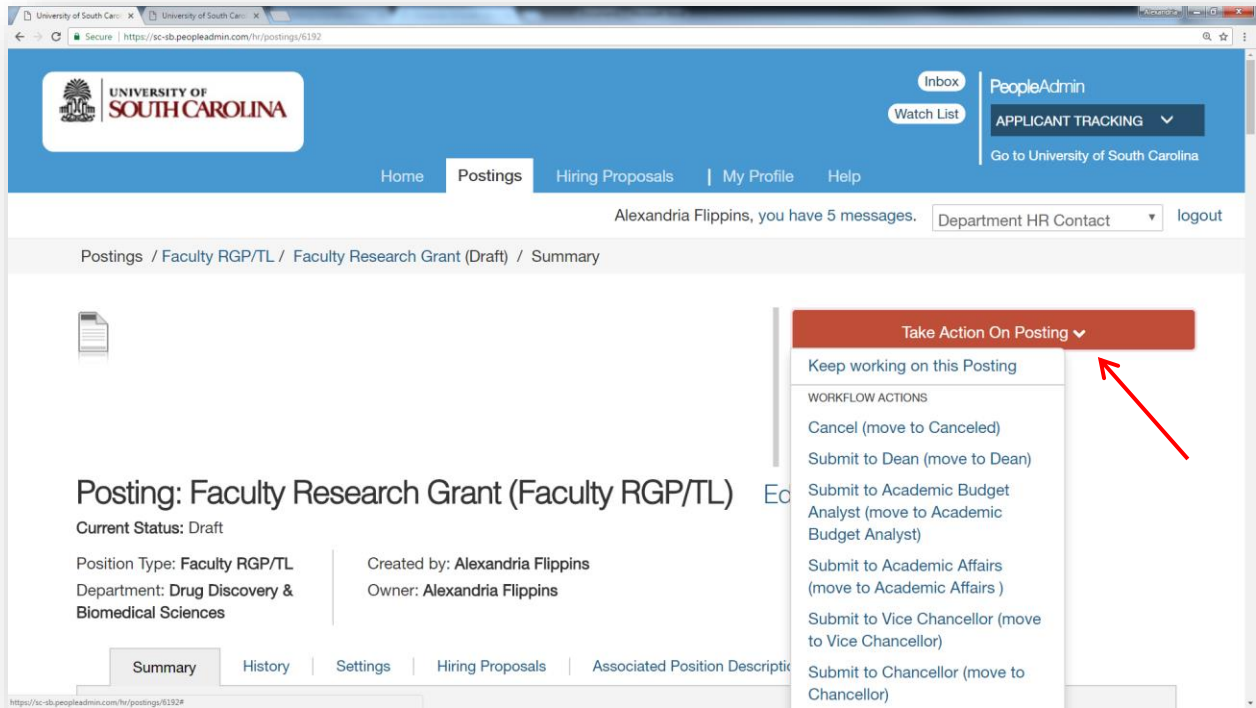
17. Review all your information. When you reach the Summary tab, any tab that has an orange exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

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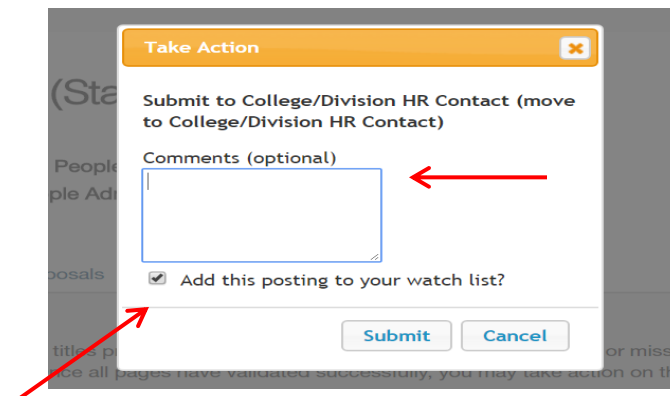
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18. Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.



19. You can add comments in the Comment Box. Keep in mind these comments will appear in the message sent to the next approver in the workflow, and will also 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.

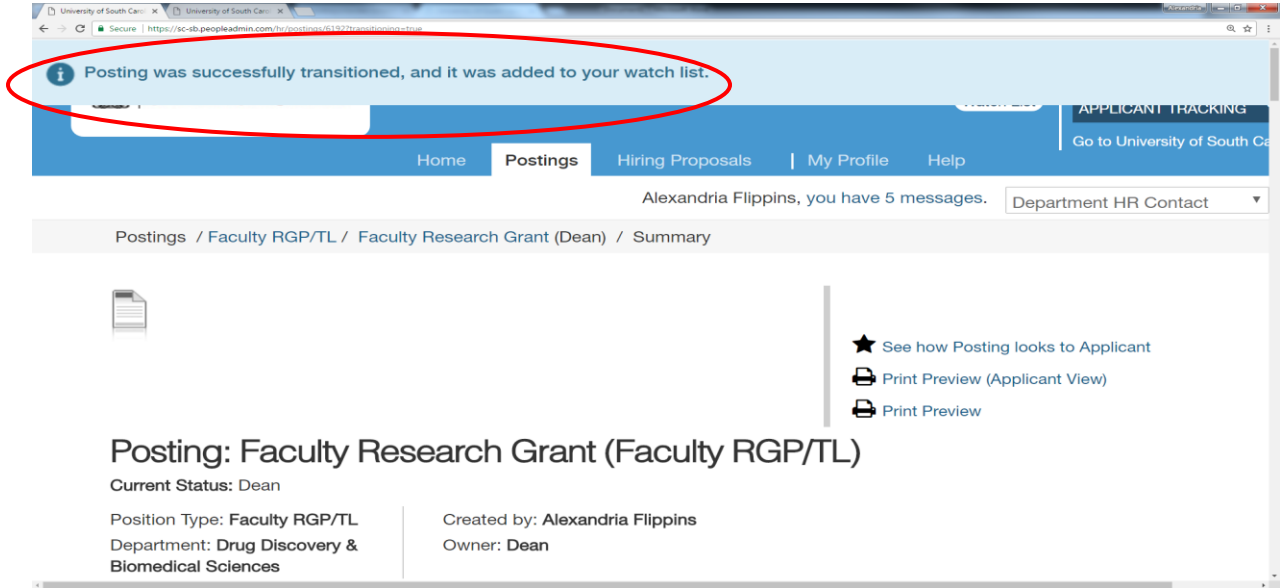


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20. Once the action is complete, you will receive a message that explains the posting was successfully transitioned.



The screenshot displays the PeopleAdmin web application interface. At the top, a blue banner contains a message: "Posting was successfully transitioned, and it was added to your watch list." This message is circled in red. Below the banner is a navigation bar with links: Home, Postings, Hiring Proposals, My Profile, and Help. A notification for Alexandria Flippins (5 messages) and a dropdown for Department HR Contact are also visible. The main content area shows the breadcrumb trail: Postings / Faculty RGP/TL / Faculty Research Grant (Dean) / Summary. On the right, there are three links: "See how Posting looks to Applicant" (with a star icon), "Print Preview (Applicant View)" (with a printer icon), and "Print Preview" (with a printer icon). The main heading is "Posting: Faculty Research Grant (Faculty RGP/TL)". Below this, the "Current Status" is "Dean". A table-like layout shows details: "Position Type: Faculty RGP/TL" and "Department: Drug Discovery & Biomedical Sciences" on the left; "Created by: Alexandria Flippins" and "Owner: Dean" on the right.

Posting was successfully transitioned, and it was added to your watch list.

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Alexandria Flippins, you have 5 messages. Department HR Contact

Postings / Faculty RGP/TL / Faculty Research Grant (Dean) / Summary

★ See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview

Posting: Faculty Research Grant (Faculty RGP/TL)

Current Status: Dean

Position Type: Faculty RGP/TL Department: Drug Discovery & Biomedical Sciences	Created by: Alexandria Flippins Owner: Dean
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