

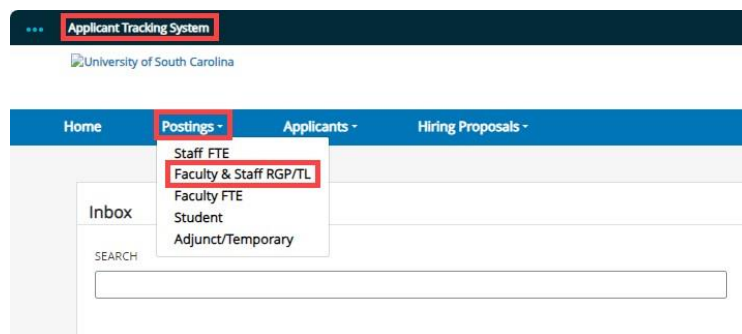
Creating a Posting

Faculty & Staff - Research Grant & Time Limited

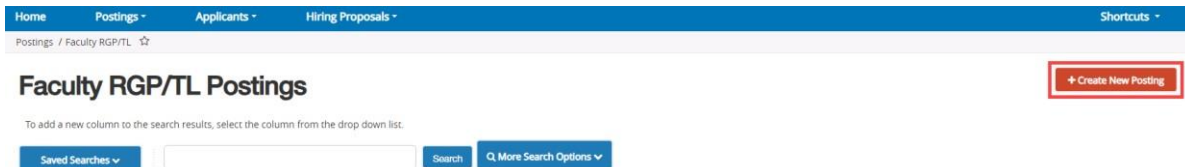
The following user types can create a posting:

- 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. Select the Postings drop-down menu and select Faculty & Staff RGP/TL.



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



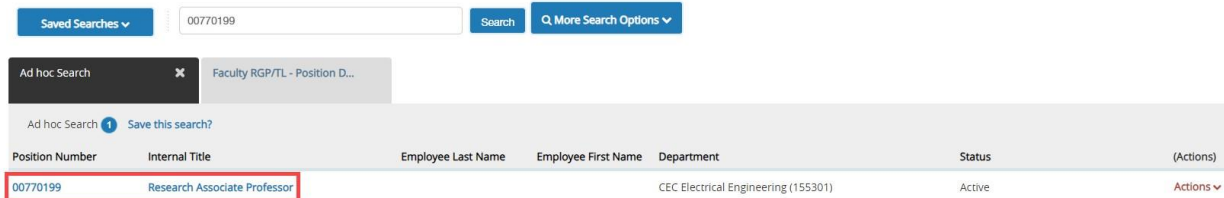
- 3) Select the option you would like to create the posting from. Faculty & Staff RGP/TL are required to create from the position description.



Creating a Posting

Faculty & Staff - Research Grant & Time Limited

- 4) Locate the position description you would like to advertise by entering the title or position number in the Keyword search area or scroll down the page to locate the position.



Search interface showing a search for '00770199'. The results table is as follows:

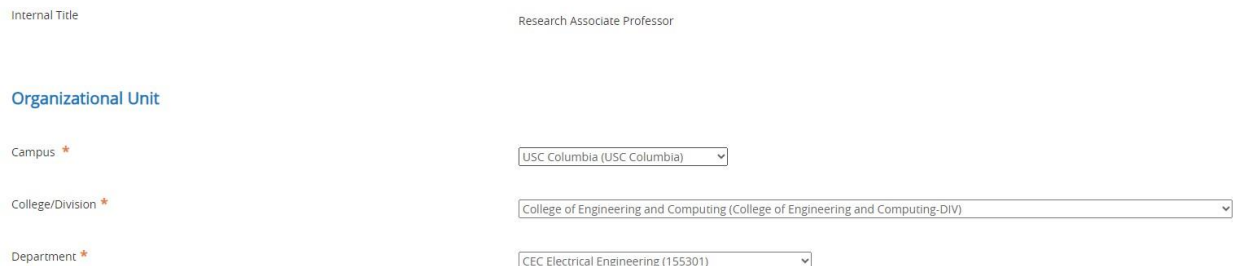
Position Number	Internal Title	Employee Last Name	Employee First Name	Department	Status	(Actions)
00770199	Research Associate Professor			CEC Electrical Engineering (155301)	Active	Actions

- 5) Hover over the action button to the right side of the position chosen and select Create From tab.



Actions dropdown menu showing options: View USC Market Title, Create From.

- 6) 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.



Posting settings page showing organizational unit information:

- Internal Title: Research Associate Professor
- Organizational Unit:
 - Campus: USC Columbia (USC Columbia)
 - College/Division: College of Engineering and Computing (College of Engineering and Computing-DIV)
 - Department: CEC Electrical Engineering (155301)

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

- 7) The following section will list various job alert categories. Click in the box to the left of the category to select it. **Note:** You can select as many categories as applicable for the posting.

Job Alert

Job Alert Categories

- Academic Administration
- Academic Advising
- Accounting
- Administrative
- Admissions
- Alumni Management
- Animal Care
- Arts & Humanities
- Athletics Administration

- 8) The Applicant Workflow section will have a singular field with a drop-down menu. This selection allows you to select what status is placed on an application when it is submitted. The only available option is Under Review by Department/Committee.

Applicant Workflow

Workflow State Under Review by Department/Committee ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Optional: References Section

- 9) In the References section, you have the option to initiate an automated reference collection process through PeopleAdmin when creating a posting. This process will allow reference letter providers to submit confidential letters of recommendation directly to the PeopleAdmin system via email. [Review the Automated Reference Letter Collection Process](#) job aid for additional information.

References

Reference Notification ▼

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow ▼

When all Recommendations have been provided, move to selected workflow state?

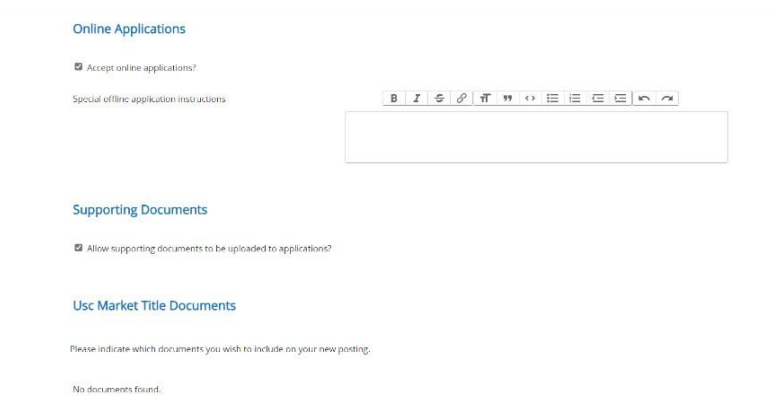
Recommendation Document Type No Document ▼

Allow a document upload when a reference provider submits a Recommendation?

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

10)The final fields on this page include the ability to accept online applications, supporting documents, and USC market title documents. The online applications section will already be selected and has a space for you to type in any special instructions for applicants. The supporting documents box is not already selected for you like online applications. Always make sure to select this by clicking the box to the left of the text.



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



12)Posting Details: Select an appropriate logo for the posting. Select the appropriate logo by copying the URL next to the image and pasting it in the red box at the top of the page. **You must copy/paste the entire link including the < and > at the start and end in order for the logo to appear.**

Creating a Posting

Faculty & Staff - Research Grant & Time Limited


Posting Details

[Check spelling](#)
To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.

* Required Information

Posting Summary

Copy and paste the URL for your school on the box above:



13) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required.

Posting Number

* Is this a replacement? This field is required.

* If yes, who is the current incumbent? Enter N/A if there is not a current incumbent. This field is required.

Date of separation or reassignment: MM/DD/YYYY

USC Market Title: Research Associate Professor

Link to USC Market Title: Use Applicant-facing link from Applicant Portal USC Market Title Search, found at <https://uscjobs.sc.edu/titles/search>. Format link as clickable hyperlink by passing the URL in both locations indicated in the following snippet: `URL`

Internal Title: Research Associate Professor

Campus: Columbia

Work County: Richland

College/Division: College of Engineering and Computing

Department: CEC Electrical Engineering

* Advertised Salary Range: For Staff RGP/TL, please utilize the Approved Starting Salary as the minimum of your Advertised Salary Range. This field is required.

Approved Starting Salary: STAFF ONLY

Position Number: 00770199

Location of Vacancy: If the work location of the position is outside of the affiliated campus, please specify the city and state of the position. For example, a recruiter in Undergraduate Admissions may be located in Chicago, IL or Jersey City, NJ.

Part/Full Time: Full Time

Note: 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.

14) Under the Benefits for Research Grant or Time Limited Positions section, indicate the appropriate answers - this feeds the hiring proposal so accuracy is imperative. Under the Position Description section, enter text for the Advertised

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

Job Summary. This information will be used on the job advertisement across various job boards. **The minimum requirements, preferred qualifications, and Knowledge/Skills/Abilities pull from the position description and are not editable.**

Benefits for Research Grant or Time-Limited Positions Only

Research Grant or time-limited positions may be eligible for all, some, or no benefits, based on the grant or project funding.

- South Carolina Retirement
For Research Grant & Time Limited Positions, retirement is optional and depends on funding. If retirement is not funded, please select No. This field is required.
- State Insurance Programs
For Research Grant & Time Limited Positions, state insurance benefits are optional and depend on funding. If insurance is not funded, please select No. This field is required.
- Annual Leave
For Research Grant & Time Limited Positions, annual leave is optional and depends on funding. If annual leave is not funded, please select No. This field is required.
- Sick Leave
For Research Grant & Time Limited Positions, sick leave is optional and depends on funding. If sick leave is not funded, please select No. This field is required.

15) Enter more specifics for the posting under the Posting Detail Information Section. 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. Once complete, click Save & Continue. **If you plan to advertise externally, you must indicate the sources. All postings must be live for a minimum of 5 business days.**

Posting Detail Information

- Will you be recruiting from a world wide talent pool?
FACULTY ONLY - If Staff, select "No" This field is required.
- Number of Vacancies
This field is required.
- List Additional Position Numbers, if applicable
This field is required.
- Desired Start Date
MM/DD/YYYY Please enter in the MM/DD/YYYY format or select from the calendar.
- Position End Date
MM/DD/YYYY Please enter in the MM/DD/YYYY format or select from the calendar.
- HR Contact
Select an Option This field is required.
- HR Contact Phone Number
This field is required.
- Applicant Reviewer Access
Select Some Options Select all individuals authorized to manage the applicant's status.
- Job Open Date
MM/DD/YYYY Please enter in the MM/DD/YYYY format or select from the calendar. This field is required.
- Minimum Posting Period Ends
Minimum posting is (5) five working days.
- Job Close Date
MM/DD/YYYY Please enter in the MM/DD/YYYY format or select from the calendar.
- Open Until Filled

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

16) Funding Information: This pulls from the position description and is not editable. You can make changes as applicable to funding distribution on the hiring proposal.

PeopleSoft Funding
Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

USC Funding Details
KEEP THIS SECTION?

Dept. Account # 15530
Fund # FA48
Object Code
Amount (\$) 55,000-65,000

Source of Funding
State Funding % *If no State Funding, indicate 0.00*
Federal Funding % *If no Federal Funding, indicate 0.00*
Other Funding % *If no Other Funding, indicate 0.00*

Position Attributes
Employees in Safety-Sensitive or Security-Sensitive positions will be subject to pre-employment and post-employment drug testing in accordance with University policy HR 1.95 Drug and Alcohol Testing:
Safety/Security Sensitive or Requires a CDL No
Hazardous weather category

17) Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. Refer to the [Quick Reference Guide Adding Supplemental Questions](#).

Supplemental Questions Save << Prev Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status

Save << Prev Save & Continue

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

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

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

Applicant Documents

Save

<< Prev

Save & Continue

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	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

19) Guest Users: Can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels. This includes Affiliates and student employees as they do not have access in PeopleAdmin.

Guest User

Save

<< Prev

Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save

<< Prev

Save & Continue

20) Internal Posting Documents: No documents are required to be uploaded for Faculty RGP/TL positions.

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

Internal Posting Documents

Save

<< Prev

Save & Continue

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, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

Document Type	Name	Status	(Actions)
Academic Position Request/FTE Form (REQUIRED for Faculty)			Actions ▾
External Advertisements (REQUIRED for Staff Positions at Columbia campus, if posting externally)			Actions ▾
Other			Actions ▾

21) Search Committee: You can 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 the [Quick Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).

Editing Posting

- Posting Details
- Funding Information
- Supplemental Questions
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee
- Evaluative Criteria
- Reference Letter
- Summary

Save << Prev Save & Continue

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Kim Thompson	4279431143991325339_emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾
NICOLE COOKE	4279431143991325340_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Jeffery Salter	4279431143991325341_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Laura Thorp	4279431143991325342_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Shirley Carter	4279431143991326793_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾

Add Existing User Create New User Account

Save << Prev Save & Continue

Creating a Posting

Faculty & Staff - Research Grant & Time Limited

22) 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 the [Quick Guide for Adding Search Committee Members and Establishing Evaluative Criteria](#).

Evaluative Criteria Save << Prev Save & Continue

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status

Save << Prev Save & Continue

Optional

23) 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. 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. **It is highly recommended that a deadline is not included. This may eliminate providers from uploading letters.** (Example: If a posting is open until filled, having a deadline for the recommendation letters, may cause applicants that apply after the deadline date and until the position is closed, to run into an issue with getting their letters uploaded or applicants.)

Creating a Posting

Faculty & Staff - Research Grant & Time Limited


Reference Letter Save << Prev Save & Continue

[Check spelling](#)

Reference Letter Collection

Minimum Requests

Maximum Requests

Recommendation Deadline 

Provider Special Instructions

These instructions will be included in the email to the reference provider.

Confirmation Message To Provider

This message will be included in the confirmation message the reference provider receives.

Save << Prev Save & Continue

24) 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.

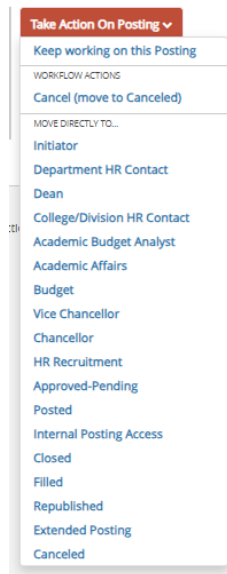


25) Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure. **If multiple vacancies, you must route to HR Class/Comp before submission to HR Recruitment.**

- Initiator and Department route to College/Division HR.
- College/Division can also route internally to Dean or Academic Budget Analyst if internal workflow deems appropriate.
- College/Division HR can route to HR Recruitment for posting.

Creating a Posting

Faculty & Staff - Research Grant & Time Limited



26) 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.



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