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

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.

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.
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.